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ABSTRACT

This book is designed for use with Microsoft Word 5.0; it includes an addendum covering the new features of Word 5.1. The contents of the book are designed to get individuals started using some of the more advanced techniques available in Word. Some of the ideas presented in the book will be of immediate use and others are more complex. All of the techniques included were found to be valuable in everyday work. The book is divided into the following 12 sections: (1) Formatting; (2) Style Sheets; (3) Columns; (4) Inserting and Formatting Tables; (5) Working with Graphics; (6) Sorting and Renumbering; (7) Numbering Pages; (8) Borders; (9) Making a Table of Contents; (10) Indexing; (11) Valuable Tools, including glossary, footnotes, thesaurus, spelling, grammar, hyphenation, and word count; and (12) Useful Tips. Discussions of the advantages and sample screen displays are provided for most of the topics. (TMK)

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Word Processing and Beyond

In *Microsoft Word 5.0*

With *Word 5.1* Addendum

Jean Marie Hall
Sharon Yoder

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Preface

We are constantly amazed at the number of people who have moved from typewriter to word processor, but who still think of the computer as an electronic typewriter. It seems to be easy to learn to use a Macintosh to enter, edit, and print text, but much harder to move further.

The Macintosh, however, is much more than a typewriter. A powerful word processing program like *Microsoft Word* endows the computer with more capabilities than any typist in the early 1980s could even have imagined.

We are often asked by friends and colleagues how we achieved a particular effect on a page we have printed. This book grew out of those kinds of questions. We simply wanted to share our knowledge of *Microsoft Word* with people who wish to increase their productivity when using the computer.

Keep in mind, however, that this is *not* a beginner's book. It is a book for those who have had experience with a Macintosh.

☛ *If you are unfamiliar with the Macintosh, we suggest spending some time with the book* The Macintosh Step By Step *by Dave Piazza, available from ISTE.*

This book is also for those who have had some experience with *Microsoft Word*.

- *If you are new to* Word, *we suggest that you spend a significant amount of time with the Getting Started manual that came with your software. This is a hands-on tutorial that introduces you to many of the features available to you in* Word.

To get the most out of this book, you should also be comfortable with the material in the first two parts of the *User's Guide*, specifically those sections that introduce you to general information about typing, editing, and printing documents, the types of documents you can produce with *Word*, and the basic information you need to know about such things as menus, commands, and windows. In addition, you should be familiar with formatting text using the **Font** and **Format** menus, as well as, such things as setting tabs and margins using the ruler.

On the other hand, this is not a comprehensive book. After all, Microsoft already wrote a very comprehensive manual which you received with your software. Thus, throughout this book you will find frequent references to "Index entries" in your *User's Guide*. You will certainly find many topics—and details—in your *User's Guide* that are not in this book.

This book is designed for use with *Word 5.0*; it includes an addendum covering the new features of *Word 5.1*. However, if you are a *Word 4.0* user, you will find that most of the ideas in the book work in much the same way. Because the pictures within the text are all from *Word 5.0*, those of you using *Word 4.0* will find that the screen will look somewhat different. Further, you will sometimes find menu choices in slightly different places than the book describes.

The contents of this book should be enough to get you started using some of the more advanced techniques available in *Word*. After you have practiced using these new ideas, you will probably want to turn to your *User's Guide* for greater detail.

We had a delightful time designing and writing the book. We learned new tricks from each other—which are, of course, included in the book. We had fun using *Word* to create a book to take you beyond word processing in *Word*. We hope you will enjoy learning as much as we enjoyed creating!

Jean Marie Hall

Sharon Yoder

Summer, 1992, 1993

Introduction

If you haven't yet read the Preface to this booklet, please do so now. It includes information about the background you need to use this book.

Microsoft Word is an extremely flexible word processor. You can easily use it just to enter, edit, and print text. The menus are clear and follow the standard Macintosh interface. You can be productive with *Word* in a very short period of time.

But *Microsoft Word* is also a very powerful word processor. If you learn to make use of its power, you can be extremely efficient and productive in your work. In fact, *Word* is so powerful that it can be used for many desktop publishing projects that previously required much more sophisticated software packages such as *Aldus PageMaker*.

Some of the ideas in this book will be of immediate use. With only a brief explanation they will become part of your day to day working "vocabulary." Other ideas are more complex. They require practice and persistence to use effectively.

All of the techniques included here are ones that we have found of value in our work. In fact, nearly every one of the techniques *described* was used in the *production* of this book. Everything that you see on the printed page before you now—and as you progress through this book—was done with *Word*. While screen shots were created using *Capture* from Mainstay and a few graphics were produced using

Aldus SuperPaint 3.0., the final production of the entire book was done using *Word 5.0.*

So now we are ready to begin helping you become productive. Start your computer. Get *Word* started with a new document or one previously created. Show the **Ruler** and the **Ribbon** (from the **View** menu) and you are ready to begin.

Read each section carefully and try the examples given. Keep your *User's Guide* handy. Refer to it when you want more detail on a topic. And enjoy yourself. Learning powerful new techniques feels great!

Section 1

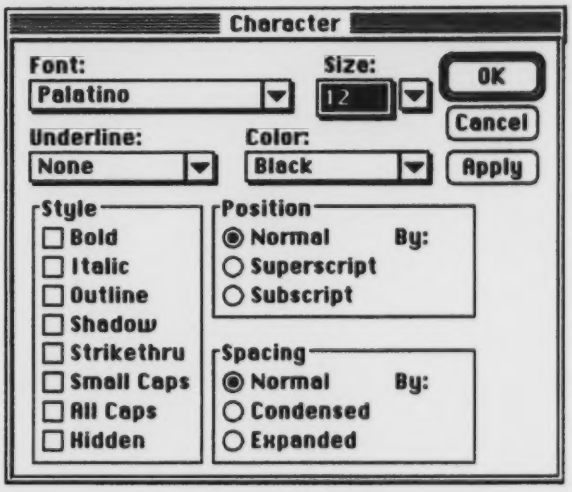
Formatting—A Brief Review

Introduction

The **Format** menu in *Word* allows you to work with the format of both characters and paragraphs. It also allows you to control the layout of both sections and documents. This introductory section of the book provides a brief review of the major uses of character, paragraph, section, and document *formatting*.

Character Formatting

If you select **Character** from the **Format** menu, you see the following Character dialog box.



This dialog box allows you to apply specific formats to a character or group of characters. Many of the options available here are also available on the ruler, ribbon, or directly from the **Format** and **Font** menus.

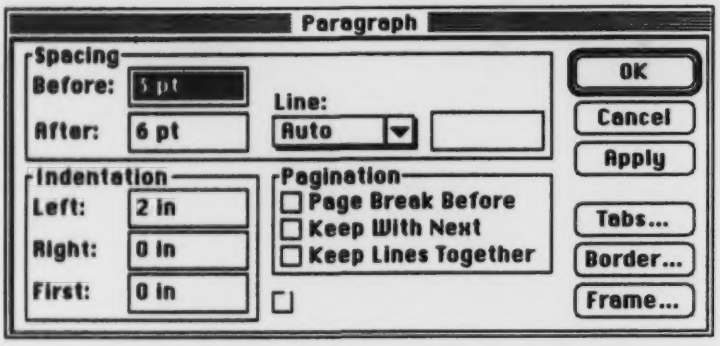
However, note that there are character styles available that are not available on the **Format** menu. In addition, you can select from several kinds of underlining and can select colored text. Of particular value is the ability to condense or expand text—change the kerning—on a heading or title.

Paragraph Formatting

By selecting **Paragraph** from the **Format** menu you see the Paragraph dialog box on your screen.

☛ *In* Word, "paragraph" *refers to a block of text ending with a paragraph marker (¶). Even a paragraph marker on a line by itself is referred to as a paragraph.*

Like the Character dialog box, the Paragraph dialog box contains many items that can be modified using the ruler and the ribbon.



In addition, from this dialog box you can access such capabilities as setting tabs, applying tab leaders, and applying borders.

There are still other options available. You can adjust the spacing between lines—the leading— and can change the spacing between paragraphs.

An important fact to keep in mind is that the formatting for a paragraph is "stored" in the paragraph marker at the end of a given paragraph. If you copy a paragraph marker from one paragraph and replace the paragraph marker of a different paragraph with the one copied, the formatting of the second paragraph will change to that of the first.

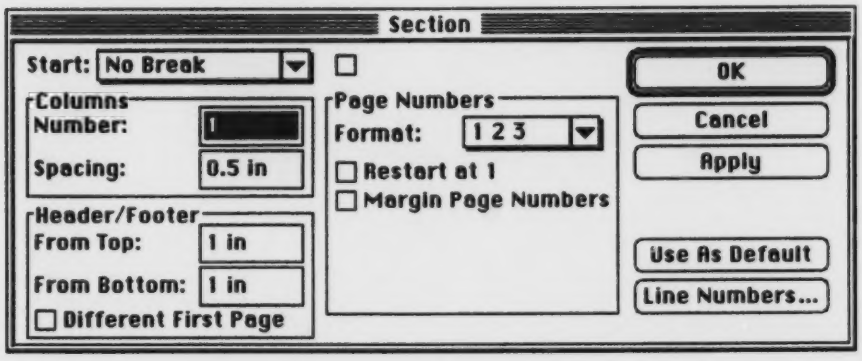
It is important that you think of *Word* as being based on paragraph formatting rather than character formatting. In *Word* a paragraph is more than just a group of sentences. It is any text and/or graphics plus a paragraph mark. If you delete or copy a paragraph marker, you delete or copy the formatting in the paragraph.

Section Formatting

A simple document usually contains only one section. However, as your documents become increasingly complex, you will want to make use of the power of creating different sections. Any time you add a section break between blocks of text, you have the potential for setting up a different layout for the new section.

As you work through this booklet, you will find that many frequently used and important features of *Word* are accessible through the Section dialog box.

If you select **Section** from the **Format** menu, you see the Section dialog box.



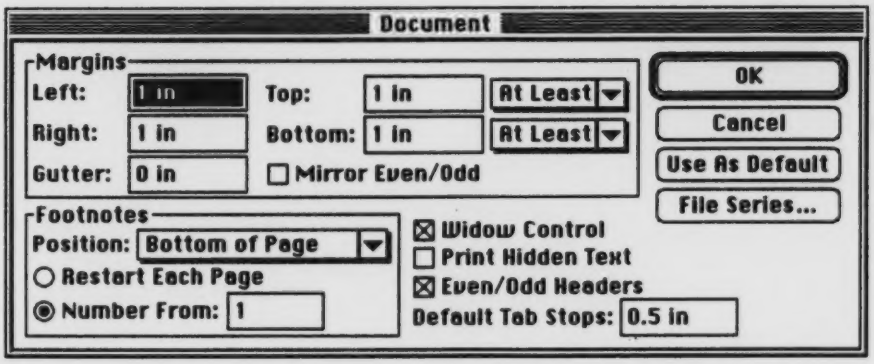
The Section dialog box allows you to set up columns, set the spacing of headers and footers, set and adjust page numbers, and make line number choices.

Each section can have its own page numbers and its own headers and footers. This feature makes creating long documents—such as this book—quite easy.

Note also that you can set a specific format for your page numbers, headers, and footers, and then use those as default settings. Each time you start *Word* your particular choices will be used for your new document.

Document Formatting

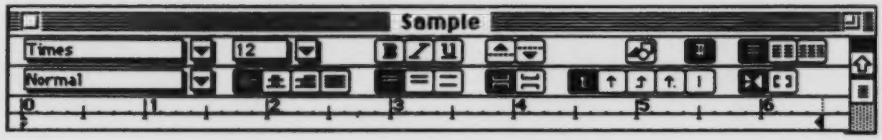
Selecting **Document** from the **Format** menu displays the Document dialog box.



Here you can set margins for your overall document, specify how you want footnotes to be numbered, set up the page layout, and specify a series of files.

If you are working with long and involved documents, you should check your manual to learn more about the "Even/Odd Headers," "Mirror Even/Odd," and "File Series" choices which can be very useful in desktop publishing environments.

It is important to take note of the light dotted line that appears in the ruler, usually at 6 or 6 1/2 inches.



This line shows the width of your page as specified in the Document dialog box. In normal formatting situations, the dotted line should line up with the right margin marker.

Also note that you can set up a default document that will be used each time you start *Word*. This allows you to be sure that the margins and other choices important to your work are set the way you prefer whenever you start a new document.

Section 2
Style Sheets

Advantages

A *style* is a combination of character and paragraph formats that you can create and to which you can assign a name. Styles can represent point size, type style, paragraph indents, tabs, line spacing, and even borders. Once a style is defined, it can be applied to any paragraph in your document with very little time and effort.

A *style sheet* consists of all the styles you have defined for your document plus standard styles such as Normal, that are automatically provided by *Word*. Each document has its own style sheet, although you can merge style sheets from several documents.

Styles are useful in creating all types of documents, including memos, reports, and letters. For long documents, such as newsletters or books, styles help you maintain a consistent format. Styles can be used for headers, titles, subtitles, and borders. Any formatting that can be applied to a paragraph can be included in a style.

With the use of style sheets, design changes are easy. When you change a particular style, the changes are automatically made to every paragraph in your document that makes use of that style.

Once you have defined a set of styles, you will find that they are efficient and easy to use.

Creating Styles

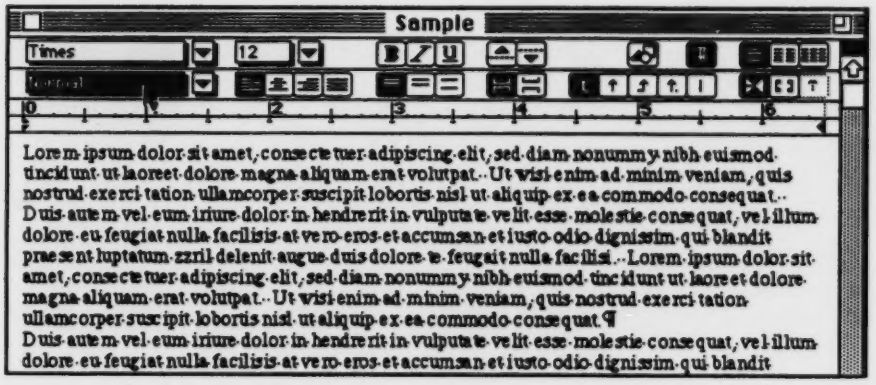
The easiest way to create a new style is to select a paragraph in your document that already has a format that you like and want to use elsewhere. Then you must name your style. There are several ways to give a name to a style you have created.

Using the Ruler

Place your pointer in a paragraph in your document that has the formats you want to use in your style. Be sure that you click in the paragraph so that the vertical pointer (I) appears. This vertical pointer will be referred to as the "insertion point."

Click in the Style box on the left side of the ruler.

☛ *The name of the paragraph's current style —probably "Normal"—will be highlighted in the Style box.*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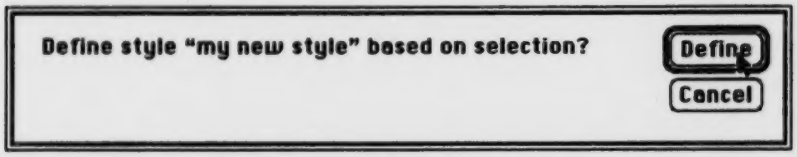
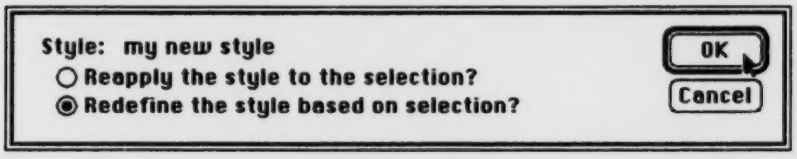
Type the name for your new style in the Style box. Press **Return**.

☛ *Note that you can use any combination of upper and lower case letters.*

You will see one of two dialog boxes. If you have created a new style name, you see:



Click **Define** if you want to keep this new style. If there is already a style with the name you picked, then you see:



If you want to create a new style definition for the name you selected, then click the second radio button, Redefine the style based on selection. Then click **OK.** Of course, you can use **Cancel** if you change your mind.

- *If you choose Reapply the style to the selection, the previously defined style description for the name you have selected will be used.*
- *You can give styles more than one name. A longer descriptive name such as "side header" helps you remember the style's purpose. A short name such as "sh" can be typed more quickly when you use the keyboard to apply styles. When you name a style, type both names. Separate them with a comma: "side header, sh."*

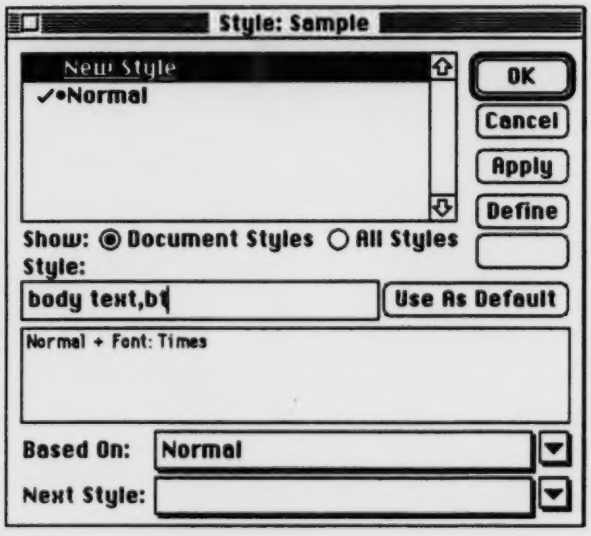
Sometimes you may wish to define several styles at one time. In this case you may prefer to use the **Style** command on the **Format** menu.

Using the Menu

Choose **Style** from the **Format** menu.

In the Style dialog box, select New Style from the existing list.

At the blinking insertion point, in the box under Style, type a name for the new style.



Select any combination of formats for your style, using the ruler, ribbon, and menu commands, in the same way you usually format text in a document.

- *You can drag the Style dialog box away from the ruler to see the ruler or ribbon.*
- *As you choose your formats, you see them listed in the box below the style name.*

When you are finished, click **Define** and your new style will be included in the style sheet for your document. Click **Cancel/Close** to close the dialog box. (The button is named

Cancel until you choose **Apply** or **Define**. Then it changes to **Close**.)

☛ *Clicking OK causes the style selected to be applied to the paragraph containing the insertion point.*

Applying Styles

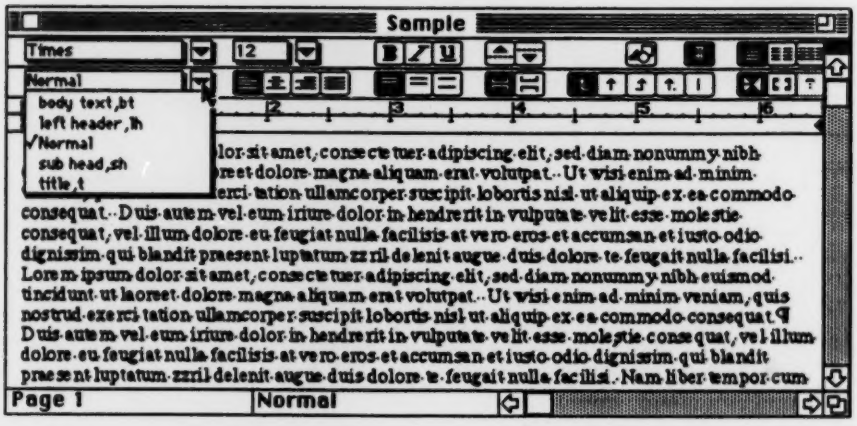
Once you have defined a style, you can apply it to any paragraph in your document. You can use the Style box on the ruler or you can use the keyboard.

Using the Ruler

Select the paragraph(s) in your document to which you want to apply your style.

☛ *You can select the paragraph by simply clicking to place the insertion point anywhere in the paragraph. To select more than one paragraph, you must use the usual click and drag method.*

Click and hold on the arrow to the right of the Style box on the ruler to see a list of styles.



Then drag and release the mouse button to select the style you wish to apply.

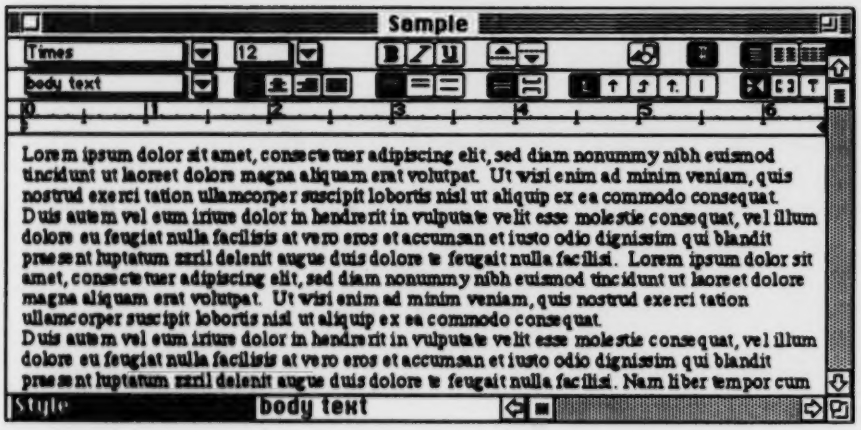
☛ *When you release the mouse, the selected paragraphs will reformat to the new style.*

Using the Keyboard

Select the paragraph(s) you wish to change.

Press **Command + Shift + S**

☛ *The word "Style" will appear highlighted at the bottom of the page in the status bar.*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Style
body text

Type the style name you wish to apply to your paragraph(s) in the status bar and press **Return**. The style will be automatically applied to the paragraph(s) you selected.

☛ *You only need to type enough of the style name to identify the style. You can type a portion of the long name or use the short name.*

Redefining a Style

It is easy to make style changes throughout your document. You can redefine any style either using the ruler or by using the **Style** command from the **Format** menu.

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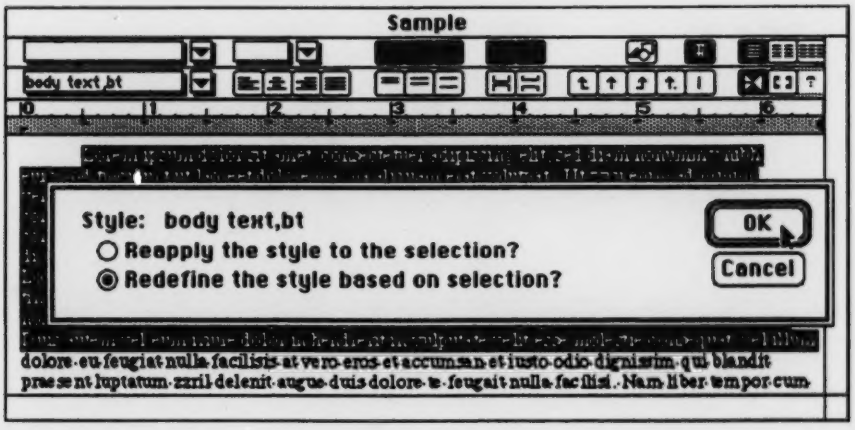
Using the Ruler

Using the click and drag method, select any paragraph that has a style you wish to change.

Use the menu, ribbon, or ruler to make the format changes to the paragraph.

Re-select the name of the style you want to redefine using the Style box on the ruler. Press **Return**.

You see a dialog box asking you if you wish to reapply the original style to the paragraph or redefine the style based on the selected paragraph. Click on the option you wish and click on **OK**.



☛ *You can also double-click on the appropriate radio button to reapply or redefine the style.*

Remember, all paragraphs using that style will automatically be reformatted.

☛ *Be careful. If you select a different style name than that applied to the paragraph you are working with, the new style will be applied to that paragraph.*

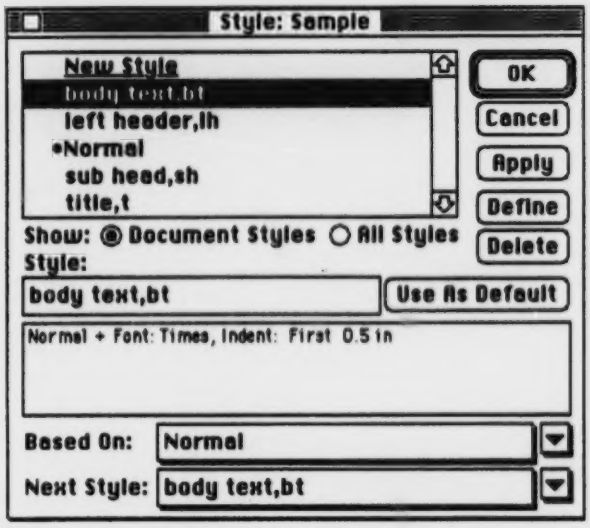
Using the Menu

Select any paragraph that has a style you wish to modify.

Choose **Style** from the **Format** menu.

The Style dialog box will appear.

From the list of styles, click to select the style you wish to redefine.



☛ *This style name will appear in the Style box with the blinking insertion point.*

Using the ruler, ribbon, or menu commands, select the format changes you wish to add to the style.

☛ *You can move the dialog box so that you can see the ruler or ribbon in order to make changes.*

☛ *As you choose your the formats, you will see them listed in the box below the style name.*

Click **Define** to redefine the style with the format changes.

Merging Style Sheets

You may wish to combine different documents and at the same time maintain formatting consistency. To accomplish this you must first merge the style sheets of the documents. You will combine the style sheet of an incoming document with that of your active document.

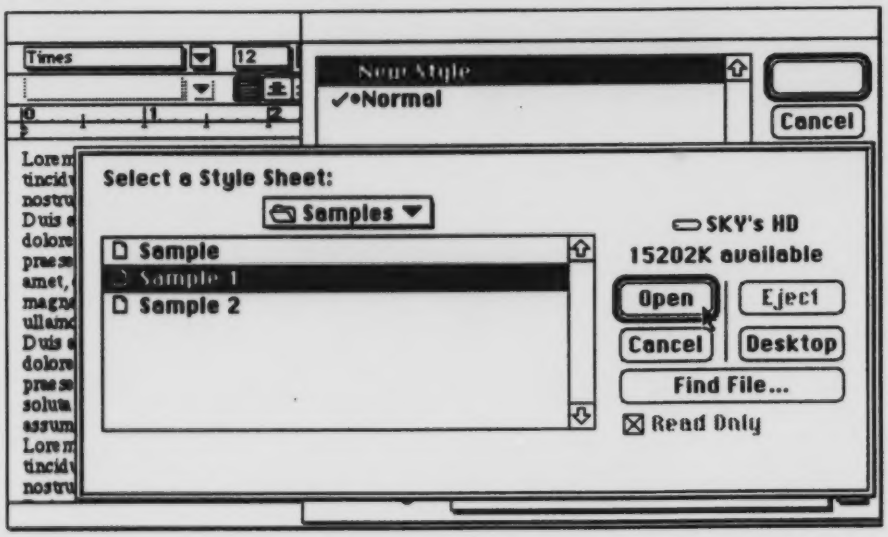
If there are styles with the same names in both documents, then the style definitions with these names in the active document are changed. These new definitions then match the style definitions found in the incoming style definitions. Style names in the incoming style sheet not found in the active document will be added to the style sheet of the active document.

- *The active document can be a new file or an already existing file.*
- *Both the incoming and active documents should be saved before attempting to merge their style sheets.*
- *The style sheet of the original incoming document that is saved on disk will not be modified.*
- *After you have merged the style sheets, you can import the contents of the incoming document into the active document using either cut and paste or the* **Insert** *menu.*

To merge styles of two documents you first open a new file or an existing file that you want to combine with another document. This initial document will be your *active document*.

Choose **Style** from the **Format** menu.

With the Style dialog box open, choose **Open** from the **File** menu. You see a dialog box that asks you to select the style sheet you wish to merge. This must be your *incoming document*.



Double-click on the document name that has the style sheet you want to merge with the style sheet of the active document. The formats of styles with the same names in both documents will change to match the formats of the styles in the incoming document. Styles in the incoming document that are not in the active document will be added to the active document. Styles names in the active document that are not found in the incoming document will remain unchanged.

Choose **Close** to close the Style dialog box. Be sure to save your active document, perhaps under a new name, in order to save your merged style sheet.

More Tips

Style names are case sensitive. That is, the styles "title" and "Title" are considered to be different.

Although you can make a format change in the style from the style box on the ruler, you cannot permanently change the name of the style. If you wish to rename your style, you must go into the Style dialog box from the **Format** menu.

Earlier you learned that you can merge style sheets using the Style dialog box. Copying from one document to another can also add styles to your active document.

Unlike merging, if the material you copy *into* your active document has the same style names as the active document, the copied material will change to match the style definitions in your active document.

Similarly, if you use the **Insert** menu and select **File**, styles from the incoming document with the same names as styles in the active document retain the formatting of the styles of the active document.

If, however, incoming material is formatted with styles *not* defined in the active document, those styles will be added to the style sheet of the active document.

☛ *Remember that styles that have identical names are merged when documents are merged. Styles inserted or copied into a document retain the formatting of the active or current document.*

☛ *You must consider carefully whether you need to create a new style sheet by replacing the styles of the active document with the incoming document or whether you want to create a new style sheet by using the styles in the active document plus any styles that are copied or inserted with other material.*

Further Information

See "Style(s)" for more detailed information on styles and style sheets in the index of both the *Getting Started* manual and the *User's Guide*.

Such things as learning to create and use stationery templates, using the standard styles in *Word*, and using the Next Style and Based On options on the Style dialog box will allow you to create consistent, professionally looking documents with great ease and fewer headaches.

Section 3
Columns

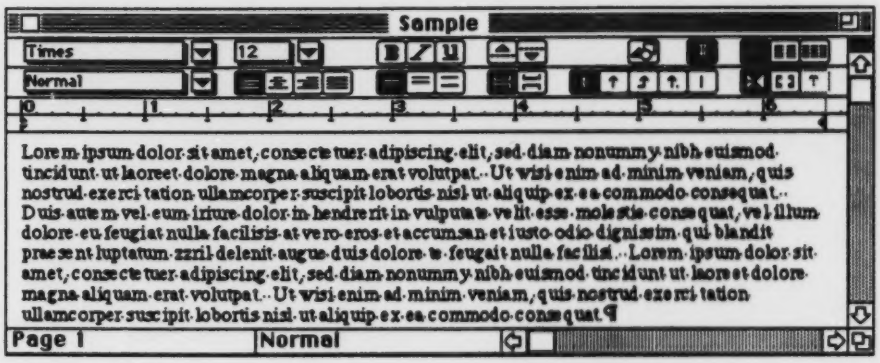
Advantages

There are some kinds of information that are best presented in a multiple *column* format. For example, the index of a book—including this one— is usually done in columns. Newsletters are frequently printed in two or three columns. *Word* allows you to enter your text in the normal manner and then, at a later time, change the format to multiple columns.

Creating Columns

There are two ways to create columns in *Word*. You can use the ribbon and you can use sections. If you want more than three columns, you must use **Section** under the **Format** menu. However, if you want to create two or three columns, it is usually easier to use the ribbon.

Begin with some text that you have entered in the usual manner.


Sample
Times
12
Normal
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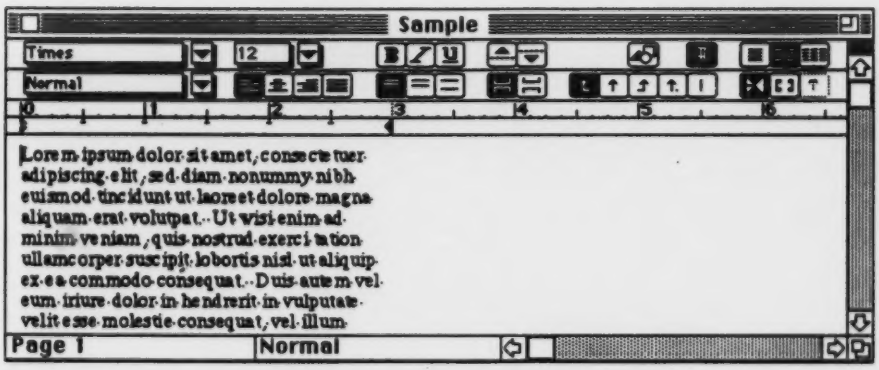
Page 1
Normal

Using the Ribbon

Click the Two Column icon ( ) on the ribbon.

You see just one column on the screen.


Sample
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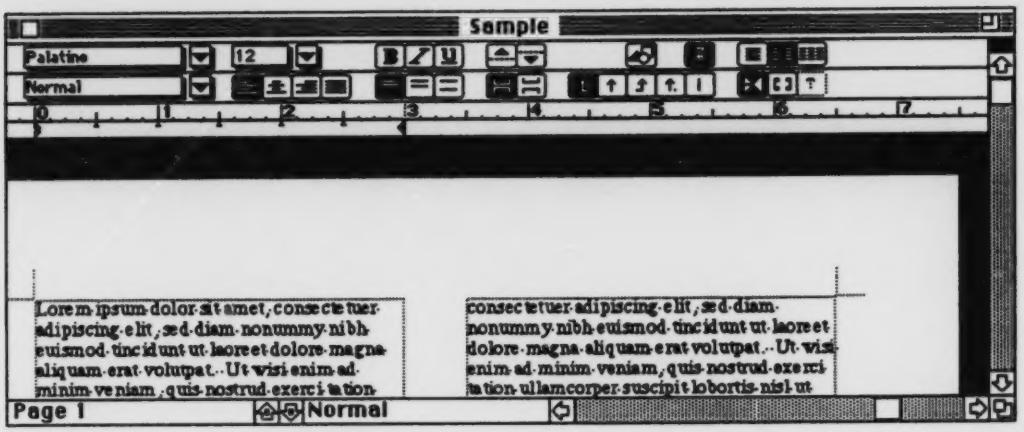
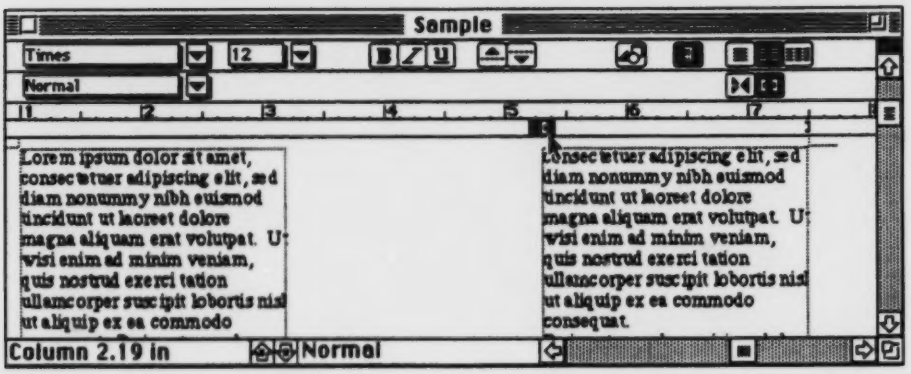
Page 1
Normal

In order to see both columns, you must either use **Print Preview** under the **File** menu or **Page Layout** under the **View** menu. Using **Page Layout** lets you edit your work in the format in which it will appear when printed.



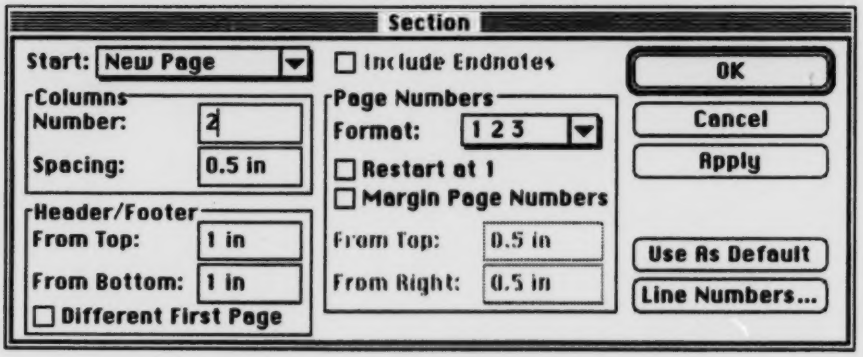
Note that the ruler changes when you are working in a multiple column format. The margin markers show the placement of the margins for the column of text in which the insertion point is placed.

You can change the width of the columns. Click the Margin Brackets icon on the ruler ( ) to display the margin and column boundaries. Click and drag to change margins or column boundaries.



Using Sections

Again, begin with some text that you have entered in the normal manner. Then choose **Section** from the **Format** menu. Enter the number of columns you want to create. Also be sure you are starting on a new page.



Your text will then appear in a multiple column format.

☛ *Recall that you must use either* ***Page Layout*** *or* ***Page Preview*** *to see your columns.*

You can then edit your columns in exactly the same manner as if they had been produced using the ribbon.

Further Information

You can control column breaks, create pages that have several different numbers of columns on them, or insert graphics into columns. See "Columns" in the index of your *Getting Started* manual and your *User's Guide.*

Section 4

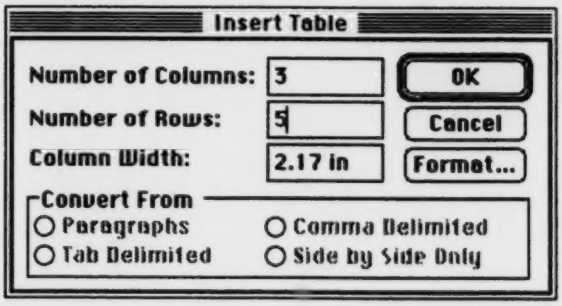
Inserting and Formatting Tables

Advantages

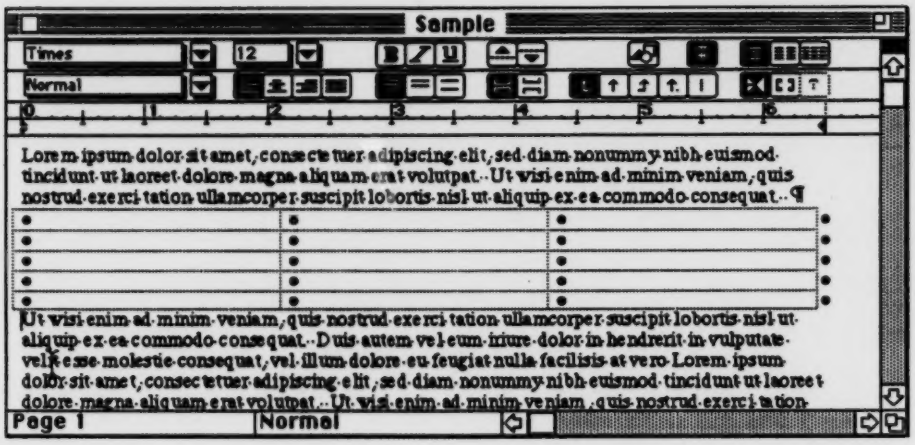
Often you want to enter columns of information in your document. Sometimes that information comes from a database or spreadsheet. Sometimes it is in list form, comprised of such information as names and addresses. Sometimes you just want to format some small part of your document in two or more columns. You can accomplish such formatting by using tabs or by using multiple column format, but inserting a *table* can be much easier.

Inserting Tables

To insert a table into your document, select **Table** from the **Insert** menu. You see the Insert Table dialog box.



Enter the number of columns and the number of rows that you want in your table. Click **OK**. A table appears at the location of the insertion point.



☛ *To display the grid lines for tables, choose the* **Preferences** *command from the* **Tools** *menu. Then choose View and check Table Gridlines.*

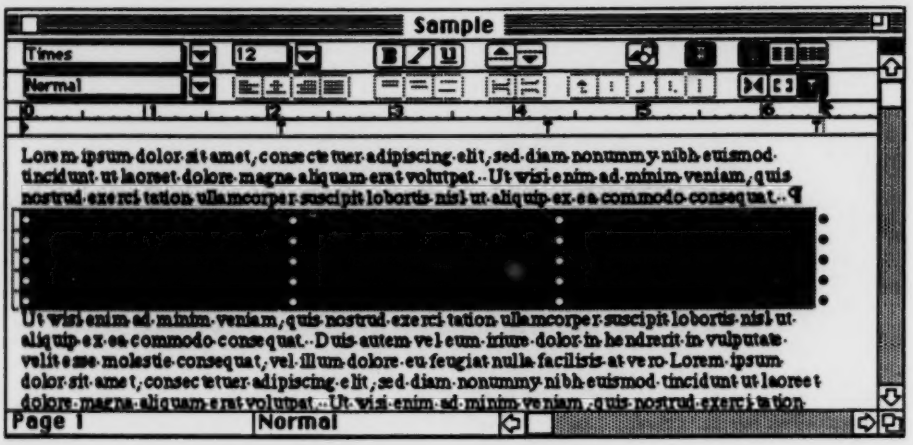
Formatting Your Table

You can adjust the margins for your table or the width of the individual columns of your table using the ruler. Be sure the ruler is displayed.

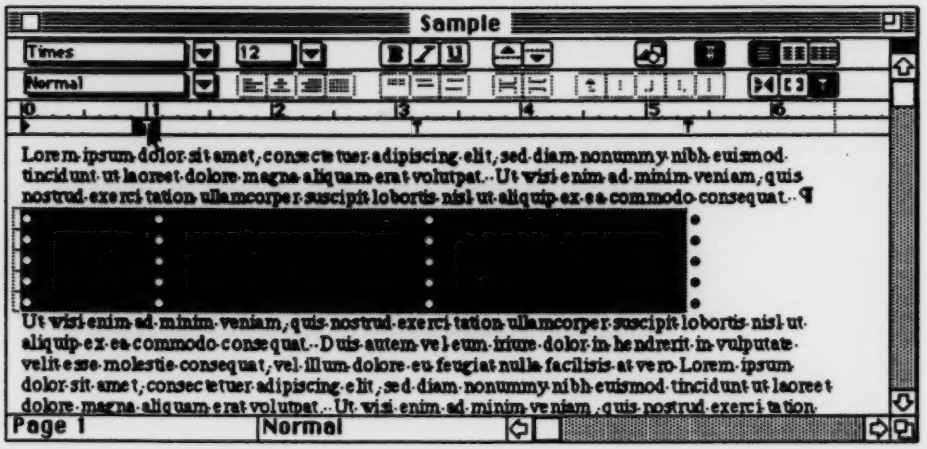
Highlight your table or the parts of your table you want to change.

☛ *Be sure that you don't select paragraph markers that are above or below the table.*

Click on the T-shaped icon on the right edge of the ruler. The Ts that appear on the ruler indicate the placement of the dividers between columns in the table.



Select the column divider that you wish to change and drag it to the left or right.



☛ *Note that when you move the left-most "T" all of the column dividers to the right move.*

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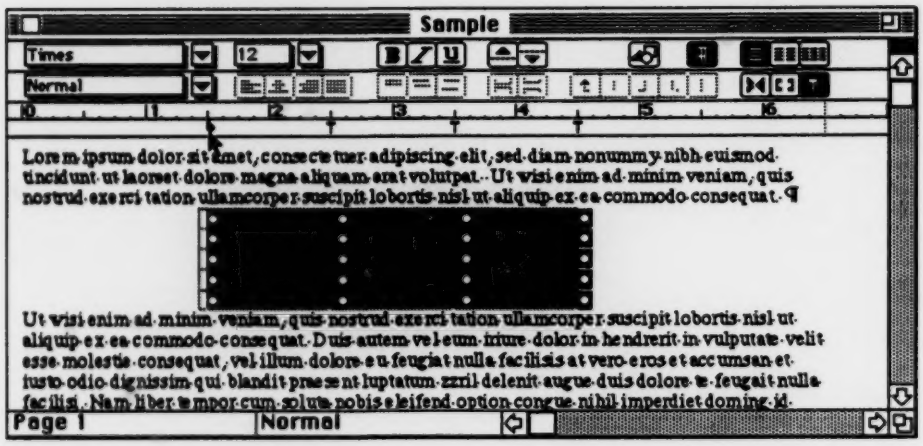
If you want to change the position of the left edge of your table, you can drag the left margin marker. Be sure the T-shaped column marker is highlighted on the ruler.



Formatting Text in a Table

You can apply formatting to individual cells, columns, or rows of your table. You can use the ruler, the **Format** menu, or you can use styles.

Perhaps the easiest and most consistent way to format text or graphics inserted into table cells is by using styles. You simply highlight the cell or cells to which you wish to apply a particular style and then select the style in the usual manner. (See Section 2 of this book on using style sheets.)

Modifying the Shape of Your Table

You can insert cells, rows, and columns into your table. You can also delete cells, rows, or columns. The easiest way to accomplish this is to use **Table Layout** from the **Format** menu.

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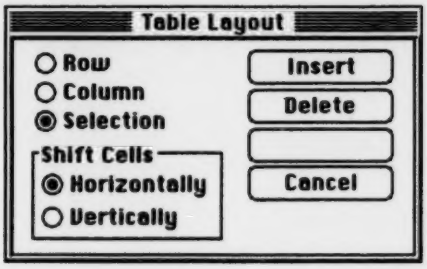


To delete parts of a table, highlight the cells to be deleted, open the Table Layout dialog box, and click on **Delete**.

To insert cells, rows, or columns, place the insertion point in the appropriate spot and choose **Insert** from the Table Layout dialog box.

Further Information

This section only addresses the very basic features of tables. Tables are very powerful and can be used to accomplish a wide variety of tasks.

Tables can be merged. Rows and columns of information can be copied from other applications such as databases and spreadsheets and pasted into *Word* tables. The spacing and borders used with tables can be modified to make professional looking documents.

Your *Getting Started* manual introduces you to tables. See "Table" in the index of your *User's Guide* for even more information on working with tables.

Section 5

Working With Graphics

Advantages

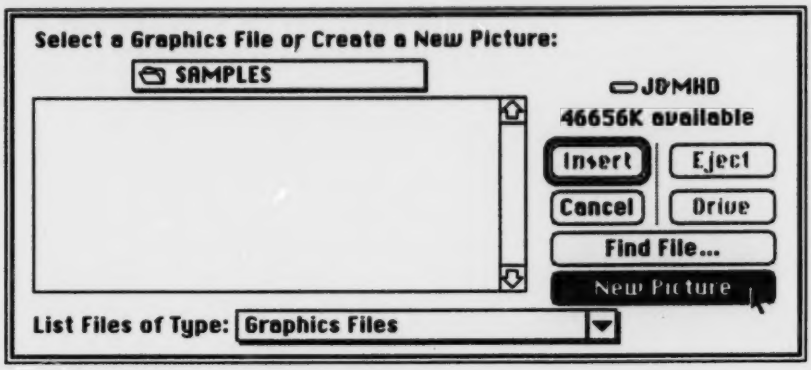
In *Word* you can create and edit *graphics* without opening a painting or drawing program. By using the **Picture** command from the **Insert** menu you have access to a miniature drawing program. You can also import graphics from other paint or draw programs, crop and scale graphics while either maintaining or distorting the original proportions, and you can add special effects to text, such as stretching or rotating.

Creating Graphics With the Picture Window

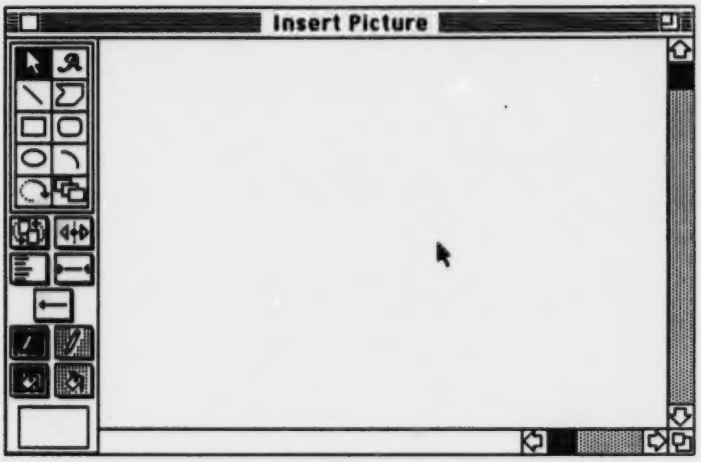
You use the Picture window to create or edit graphics. You can access the Picture window using the menu, the ribbon, or by double-clicking on an existing graphic in your document.

Using the Menu

Choose **Picture** from the **Insert** menu. You see the following dialog box.



Click on **New Picture**. The Picture window appears with the words "Insert Picture" in the title bar.



You can use the graphics tools, to the left of the window, to create and modify a graphic you wish to add to your document.

- *For detailed information on specific drawing tools you can refer to "Graphics, tool palette" in your User's Guide.*
- *If you are using* Word 4.0, *this feature is not available.*

You can close the Picture window by clicking the close box in the upper-left corner, choosing **Close** from the **File** menu, or by pressing **Command + W**.

The graphic that you created will appear at the location of the insertion point in your text. The top edge of the graphic window will be the top edge of the space occupied by your graphic within your document.

Using the Ribbon

Clicking on the Picture icon on the ribbon ( ) also causes the Picture window to be displayed.

The title bar will read Insert Picture just as if you had selected **Picture** from the **Insert** menu. The drawing tools can then be used to create your graphic.

Editing Existing Graphics

You can work with graphics that are already a part of a document or you can add graphics to your document that have been created elsewhere.

If your document already contains a graphic of some kind, you can use the Picture window to modify it. Double click on the graphic. The Picture window appears with the graphic in it. Use the tool palette to modify the graphic.

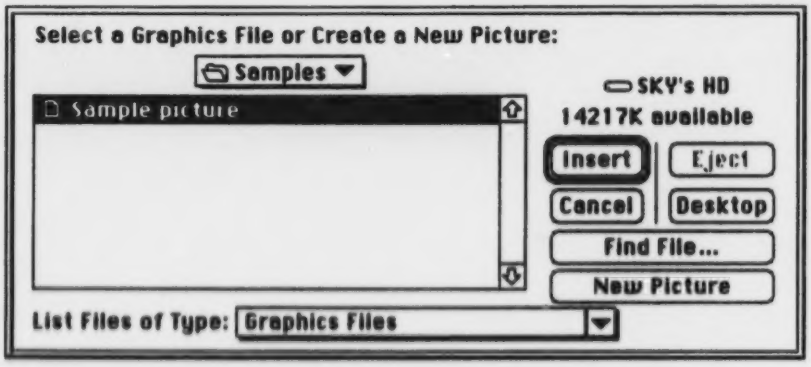
☛ *The Picture window is a mini "draw" program. Bitmapped or "paint" documents cannot be altered, although objects such a lines and borders can be added to them.*

When you are finished with your modifications, close the Picture window. The top edge of the Picture window becomes the top edge of your graphic in the document.

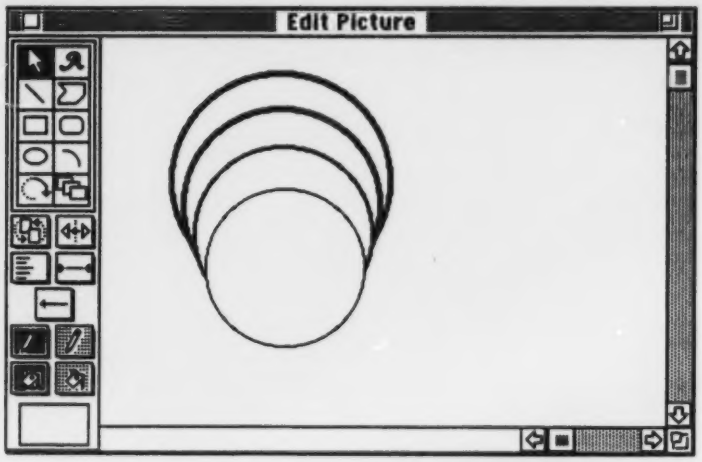
☛ *If you have a very large graphic object, the Picture window may not be able to work with it. In that case you must edit your graphic in a paint or draw program.*

Inserting a Graphic From Another Document

You can bring graphics documents created in paint or draw programs into your *Word* document. Select **Picture** from the **Insert** menu. You will see the following dialog box. Select the graphics file you wish to insert into your document.



The graphic appears in the text of your document at the location on the insertion point. If you want to modify the graphic, double click on it and it appears in the Picture window with the words "Edit Picture" in the title bar.



You can then edit the picture. When you close the Picture window, the graphic is again placed at the location of the insertion point.

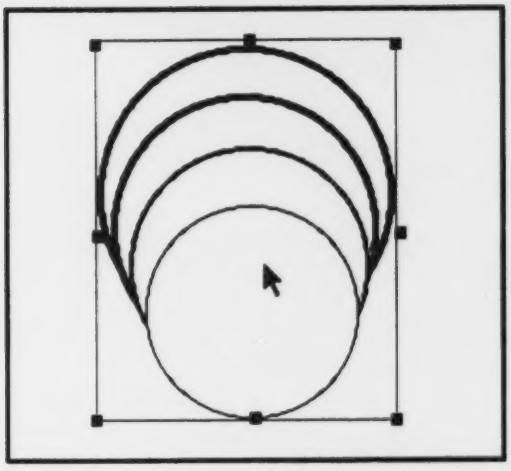
Cropping and Scaling Graphics

You can change the size of a graphic by cropping (trimming) or by scaling (resizing) it. If you crop a graphic, it remains the same size, but parts of it are hidden. Scaling a graphic keeps the entire graphic visible, but changes its overall size. You can enlarge or reduce the size of the graphic and maintain or distort its proportions.

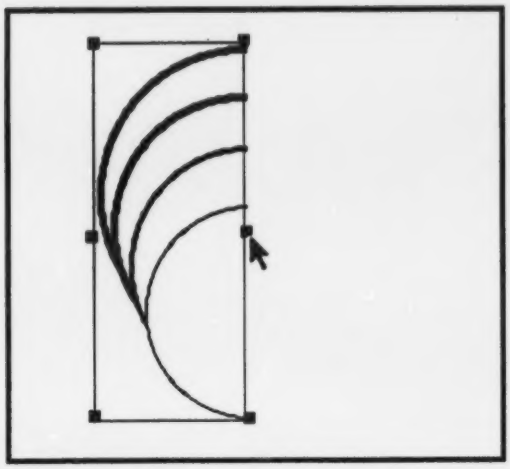
When you insert a graphic into a document, it is enclosed in a frame. If you click in the middle of the graphic, you will select the graphic and be able to see the frame and handles that you can use to change its size.

Cropping a Graphic

In either the Picture Window or in your document, click the graphic to select it.



Drag one of the center handles to crop the picture. Dragging the right center or bottom center handle will change the width or height of the frame, such as you see in the following.

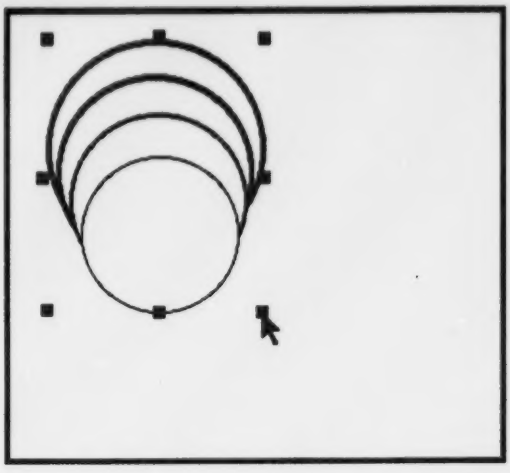


Dragging the corner handle will maintain the proportional length and width of the frame.

☛ *The status bar will display the height and width of the graphic as you drag a center handle. It will display the percent of cropping if you drag a corner handle.*

Scaling a Graphic

Again, you first click on the graphic to select it. This time, however, hold down **Shift** while dragging the handle. To maintain its original proportions you use a corner handle.



To distort the picture, hold down **Shift** and click and drag a side handle.

☛ *As you drag the corner handle, the percentage the graphic is scaled is displayed in the status bar.*

Restoring the Original Size

Either a cropped or a scaled graphic can be returned to its original size by holding down the **Command** key and double-clicking on the graphic.

Further Information

See "Graphics" in the index of your *User's Guide* for detailed information on the finer points of actually creating graphics using the Tool Palette. In addition, explanations for adding text to graphics, converting text to a graphic (so that it too can be manipulated), and importing graphics from other applications are covered.

The graphics inserted as described in this section behave like a separate "line" of text. That is, text does not wrap around them. In general, they are on a line by themselves. *Word* allows you to insert graphics in such a way that text can be

wrapped around it. For more information on this technique, see the index reference, "Frame," in your *User's Guide*.

☛ *If you are using* Word 4.0, *this text wrapping feature is not available.*

Section 6
Sorting and Renumbering

Advantages of Sorting

By using the **Sort** command from the **Tools** menu, you can arrange text alphabetically or numerically very quickly. You can change the order of rows in tables, paragraphs, lists, or any portion of a document you select before choosing the **Sort** command.

Sorting is useful in organizing database documents prior to using print merge. You can use **Sort** to change the order in which data records print by sorting by name or by zip code.

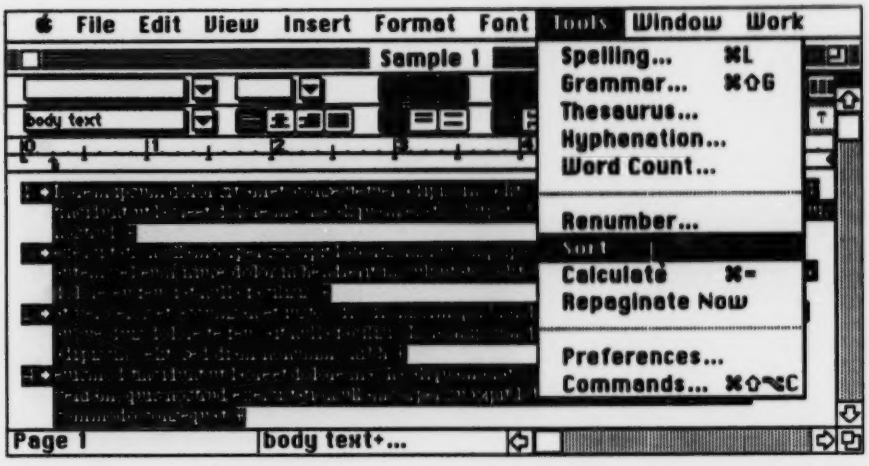
Text is sorted alphabetically or numerically based on the leftmost characters in your selection. You can sort alphanumerically (numbers, then letters), in ascending sequence (smallest to largest, A-Z), or in descending sequence (largest to smallest, 9-0).

Sorting Paragraphs

You can sort paragraphs in numeric or alphanumeric sequence by the first word or number in each.

☛ *The **Sort** command will only be accessible on the **Tools** menu if you have selected the portion of your document you wish to sort.*

Select the paragraphs you wish to sort. This can be either a portion of your document or all of it.



Then choose **Sort** from the **Tools** menu, to sort in ascending order (A-Z) or hold down the **Shift** key and choose **Sort Descending** from the **Tools** menu, to sort in descending order (Z-A).

Sorting Lists

You can sort portions of your text. This is particularly easy if you have used tabs to set up columns.

To sort a list, you select the items in the list you want to sort.

- *To sort the first column, click and drag to select all the paragraphs in the list you wish to sort.*
- *To sort any other column, hold down the Option key and drag diagonally across the column you want to select.*

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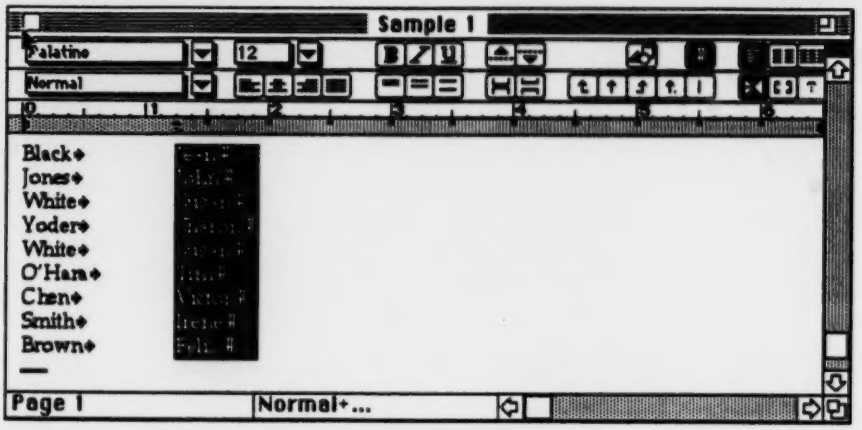
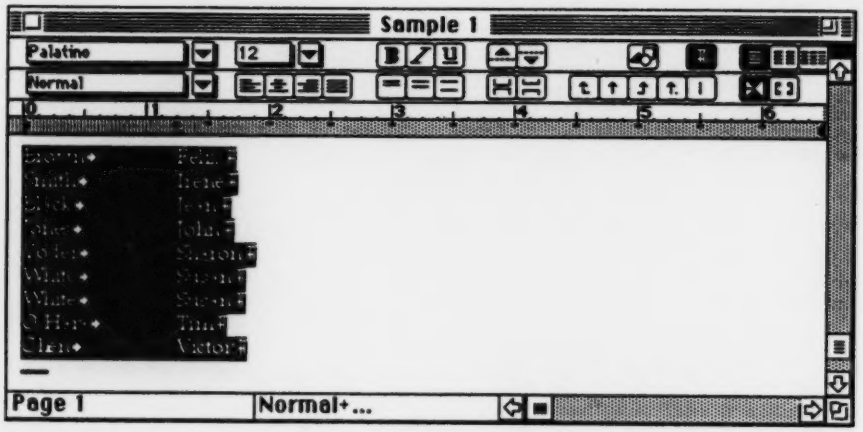


Then, just as with paragraphs, choose **Sort** from the **Tools** menu to sort in ascending order or hold down the **Shift** key and choose **Sort Descending** from the **Tools** menu to sort in descending order.



When the sort is complete, your entire list will be highlighted and rearranged based on the column you selected for sorting.

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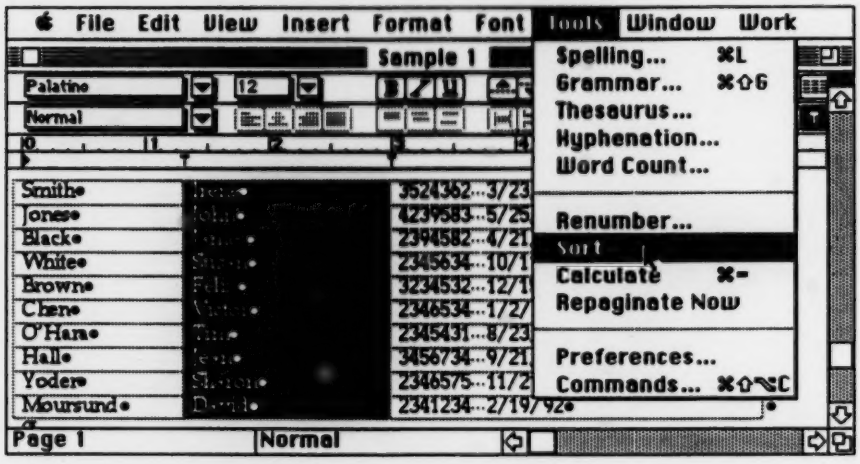
Sorting Tables

You can sort rows in a table based on any column that you select. To sort parts of a table you first select the column you wish to sort. Do not include headings unless you want them sorted as well.

Then, choose **Sort** or **Sort Descending** from the **Tools** menu to sort in your preferred order.



When the sort is complete, all of the columns in the table will be rearranged. That is, when the column is sorted, the entire *row* is moved as the column entry is put in the proper location.

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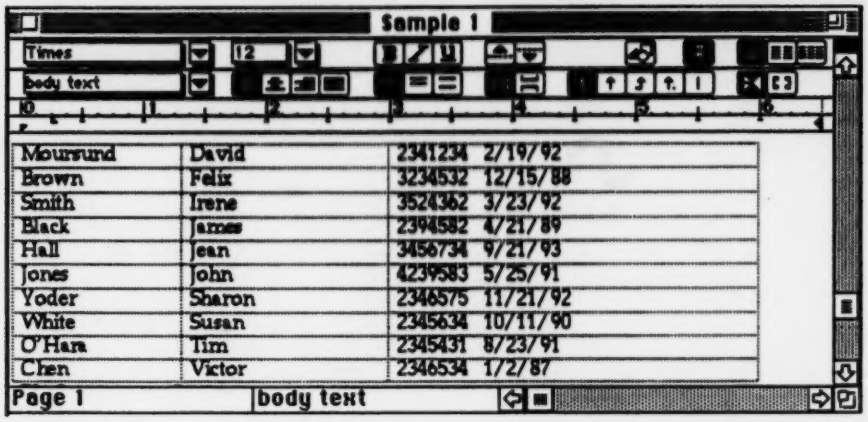


☛ *If you have cell borders in your table and sort the cells, the borders will stay with the content of the cells, so sorting a table may change its appearance.*

Undoing a Sort

Of course, you can undo a sort if you change your mind as long as you choose **Undo** from the **Edit** menu immediately after you sort.

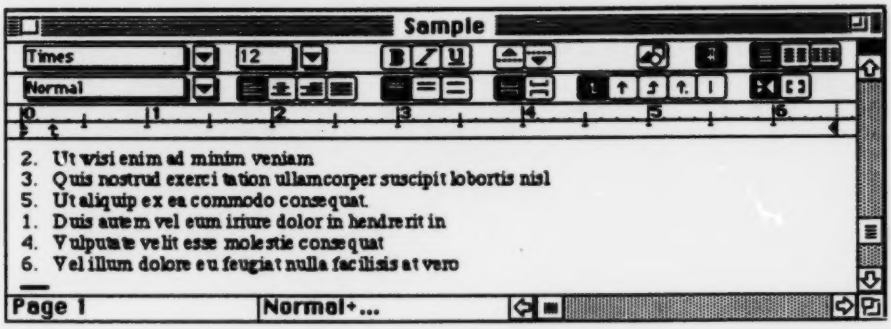
☛ *It is best to save your document before you sort. If you don't like the result and forget to use the* ***Undo*** *command, you can close the document without saving the changes. Then re-open the document to maintain its presorted form.*

Advantages of (Re)Numbering

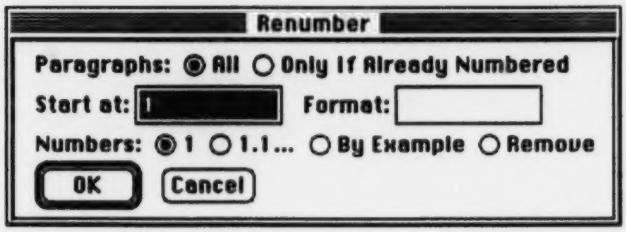
The ability to *number* or *renumber* a list or a group of paragraphs can a tremendous time saver. If you are working on a numbered list of some kind, you can rearrange the items in the list until you are satisfied with the order. Then you can let *Word* renumber the list for you. You don't have to manually delete and replace each number. If you have a group of paragraphs that you wish to number, *Word* can automatically do it for you.

Renumbering

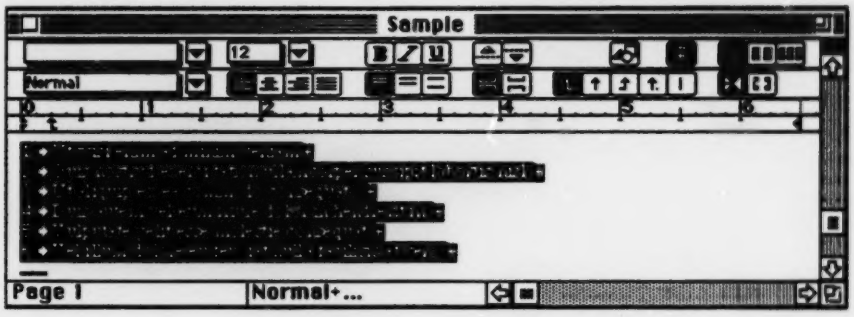
If you have a numbered list or group of paragraphs that you wish to reorder, *Word* will automatically do the renumbering. Suppose you have rearranged a list in the order you want.


Sample
Times
12
Normal
2. Ut wisi enim ad minim veniam
3. Quis nostrud exerci tation ullamcorper suscipit lobortis nisl
5. Ut aliquip ex ea commodo consequat.
1. Duis autem vel eum iriure dolor in hendrerit in
4. Vulputate velit esse molestie consequat
6. Vel illum dolore eu feugiat nulla facilisis at vero
Page 1
Normal+...

Highlight the entire list. Select **Renumber** from the **Tools** menu. You see the Renumber dialog box.



Be sure that the number with which you wish to begin your list is in the "Start at" box. Click **OK** and the list will be renumbered correctly.

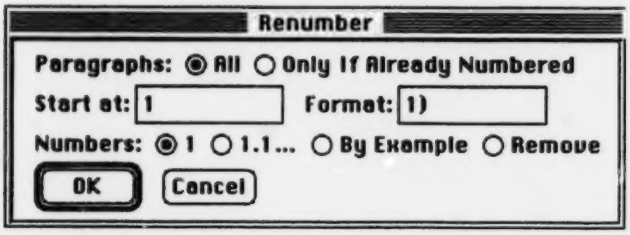


☛ *Note that* Word *renumbers paragraphs. If an item in your list consists of more than one paragraph, then your list will not necessarily renumber correctly. You may be able to make use of the Only If Already Numbered feature in the Renumber dialog box.*

Numbering

If you have a group of paragraphs or a list that you want to number, you can have *Word* do the numbering for you. First, highlight the text you want to have numbered. Then select **Renumber** from the **Tools** menu. Again, you will see the Renumber dialog box.

Select the number at which you wish to begin and the format you want to use. You can type a sample format into the Format box.



Your paragraphs will be numbered using the format that you selected.

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Further Information

Information on sorting table entries can be found in the *Getting Started* index under "Sorting."

More complete details on all aspects of sorting, including *Word's* rules for sort order and sequence, can be found in your *User's Guide*. Check the index under "Sort command," "Sort Descending command," "Sort order," and "Sorting."

See "Numbering paragraphs" or "Paragraph numbering" in your *User's Guide* index for a variety of other options that you can use when numbering and renumbering.

Section 7

Numbering Pages

Advantages

Numbering the pages of your document in *Word* is both flexible and easy. You can choose from three numbering formats (Arabic, roman numerals, or letters). In addition, you can change the page position and sequence of numbers.

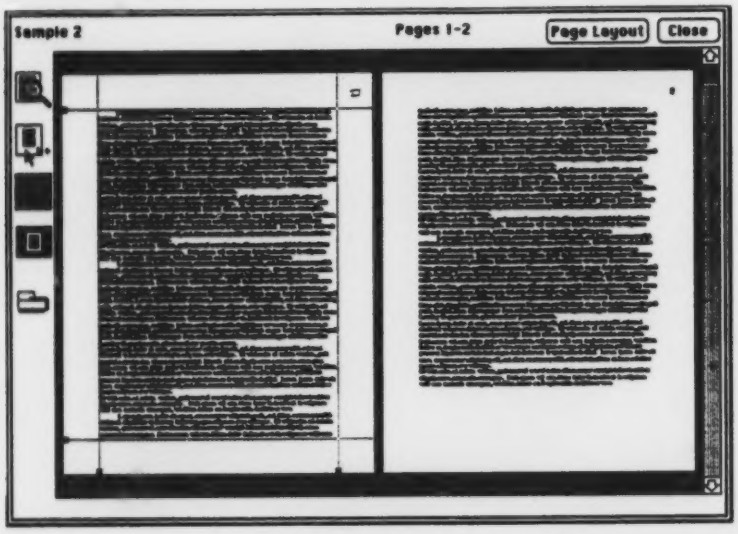
You can include the first page of your document in your numbered sequence or if you choose, begin numbering with the second page. You can also customize page number formats for different sections of your document.

In *Word*, there are three ways to insert page numbers into your document. You can use the **Print Preview** command, headers and footers, or sections.

Using Print Preview

Numbers inserted with the **Print Preview** command can appear in the default position (.5 in. from the top and .5 in. from the right) or can be repositioned anywhere in your document.

To insert numbers (in the default position) with **Print Preview** you first choose **Print Preview** from the **File** menu. You see the following window.



- *If your document has multiple sections, be sure to scroll to the section in which you wish to place your numbers.*
- *Page numbers must be set independently in each section unless you insert them with the header or footer* before *you create different sections in your document.*

Double-click on the number symbol in the left-hand margin of the window. You see the page numbers appear in the upper-right corner of the page.

Choose **Close** to return to your working view.

To change the number position in **Print Preview** you follow the same steps, except you click once on the page number symbol instead of double-clicking. You see the pointer change to a bold numeral 1 (→1←), the page number pointer.

You then place the pointer at the position on the page where you wish to insert your numbers. Press and hold the mouse button. You will see the exact position of the pointer at the top of the window.

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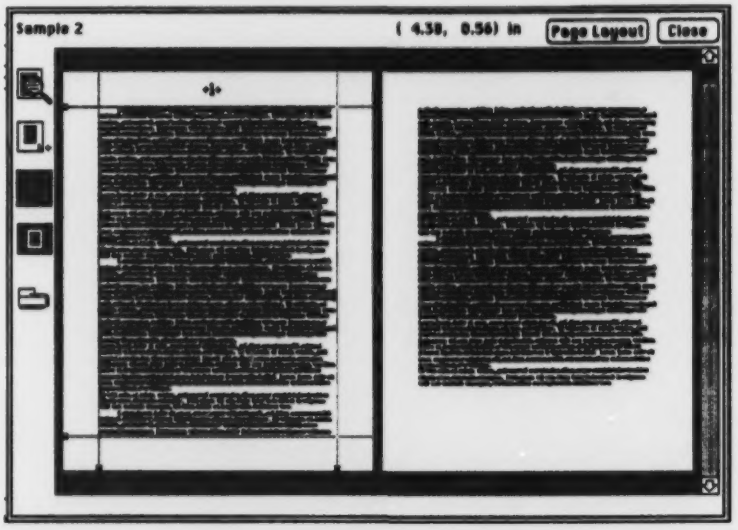

You can adjust the pointer until you have the exact position you desire and then release the mouse button.

- *Remember, if you have more than one section, you must insert page numbers in each section.*
- *You can change the position of the page numbers as often as you like by simply clicking the page number symbol again and then clicking at the new location.*

Choose **Close** to return to your working view.

Page numbers inserted with **Print Preview** have a standard style. You can change the formatting by changing the standard style "Page Number." This can be done using the **Style** command under the **Format** menu. (See Section 2 of this book.)

Using Headers or Footers

You should use headers and footers to insert page numbers if you wish to include text such as "Page 1" in addition to the

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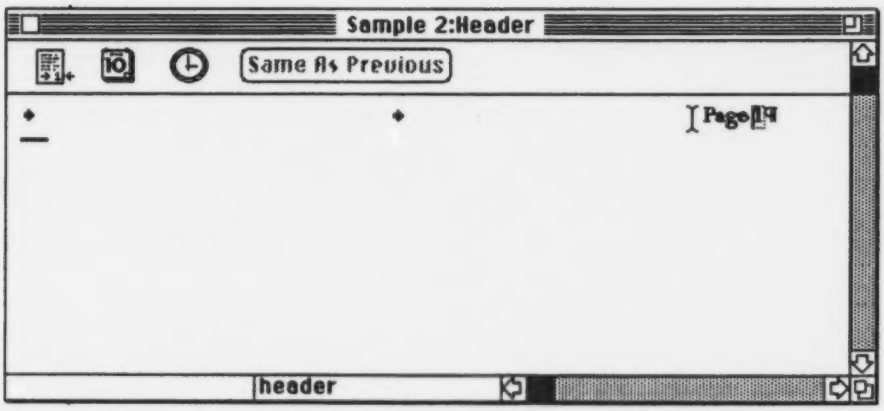
numbers or if you wish to place numbers only at the top or bottom of the page.

☛ *Although textual information such as titles or dates are often included in headers or footers, you may use headers and footers only for numbers if you choose.*

To insert numbers into headers or footers, first choose **Header** or **Footer** from the **View** menu.

A Header or Footer window, like the one below, appears.



Use the tabs to position the numbers on your page.

☛ *The automatic header and footer styles each have two preset tab stops, one in the center and one aligned to the right margin.*

Click the **Page Number** symbol at the top of the window to insert a page number at the location of the insertion point.

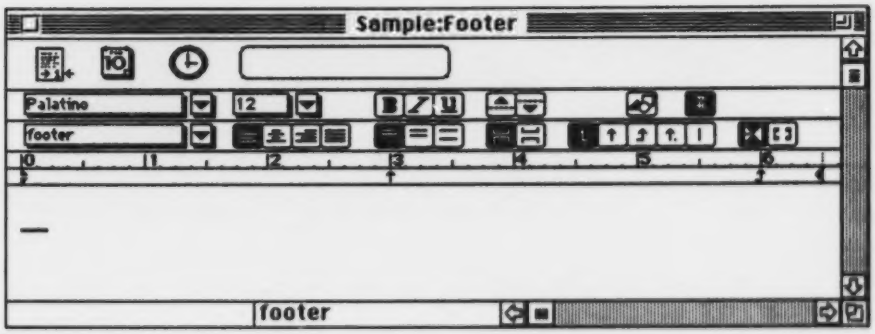
Then place the insertion point where you want to include additional text and type it.

Click the close box on the window.

☛ *Use the **Print Preview** or the **Page Layout** commands to view the page position of your numbers.*

Although *Word* provides a standard format for headers and footers, you may change the formatting of any information

you include. Open the Header or Footer window, then select **Ruler** and/or **Ribbon** from the **View** menu. You can then modify the format or style using the mouse.



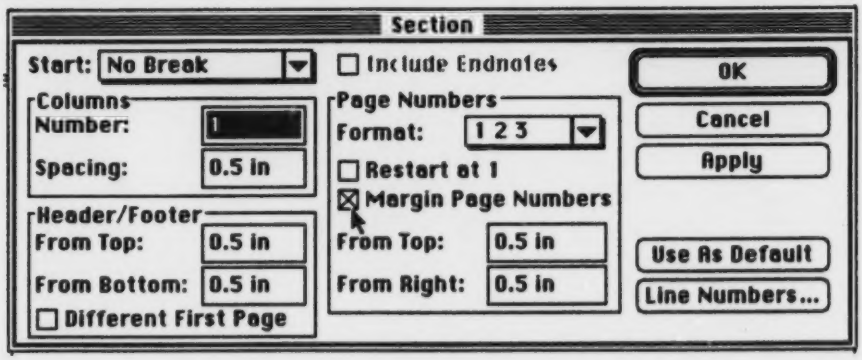
You can also use **Styles** from the **Format** menu to modify or create styles to use in your headers and footers. (See Section 2 of this book.)

Using Sections

You can use the **Section** command to insert page numbers quickly and easily. The **Section** command allows you to add page numbers whether your document has a single section or many sections.

To insert page numbers using the **Section** command, you first place the insertion point in the section of your document you wish to number. If you have only one section, you can place the insertion point anywhere.

Choose **Section** from the **Format** menu. You see the following Section dialog box.



Select the Margin Page Numbers check box.

- *Below the Margin Page Numbers box you see that the numbers automatically appear a half inch from the top and from the right of the document. These are the default positions for page numbers.*
- *To change the default position of numbers, simply modify the measurements in the From Top and From Right boxes.*

Click **OK** to close the window.

- *Remember to use **Print Preview** to check your number position.*

To change the default formatting characteristics of your page number, you can change the standard style "Page Number" (See "Standard styles" in your *User's Guide*.)

Removing Numbers

You remove numbers from your document using the same techniques that you used to insert them.

For numbers inserted into headers or footers, you open the Header or Footer windows, select the page number, and press **Delete**.

You can remove numbers inserted with either the **Section** or **Print Preview** commands by opening the Section window and then clearing the Margin Page Numbers check box.

Numbers can also be removed in the **Print Preview** mode by placing the pointer on the page number so that you see the cross hair. Then click and drag the number completely off the page.

Further Information

More information on manipulating page numbers is available in the *User's Guide*. See "Page number(s)" in the index. You can learn how to adjust page numbers, reposition them, change their format, change page number defaults, number documents connected in a series, and customize the number sequence.

Section 8
Borders

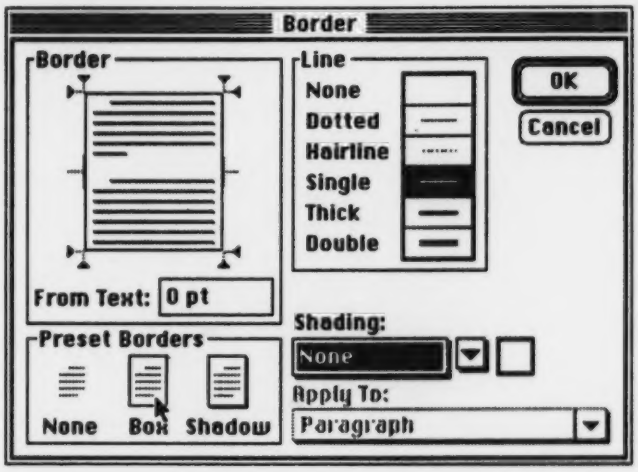
Advantages

Using boxes and lines to create *borders* that emphasize information in your document can be very effective. You can use single and double lines to separate a letter head from the body of your document. You can use boxes to highlight important information.

Using Boxes

You can put a box around selected text with a single mouse click. First, highlight the text you want to put in a box. It can be a single paragraph or several paragraphs.

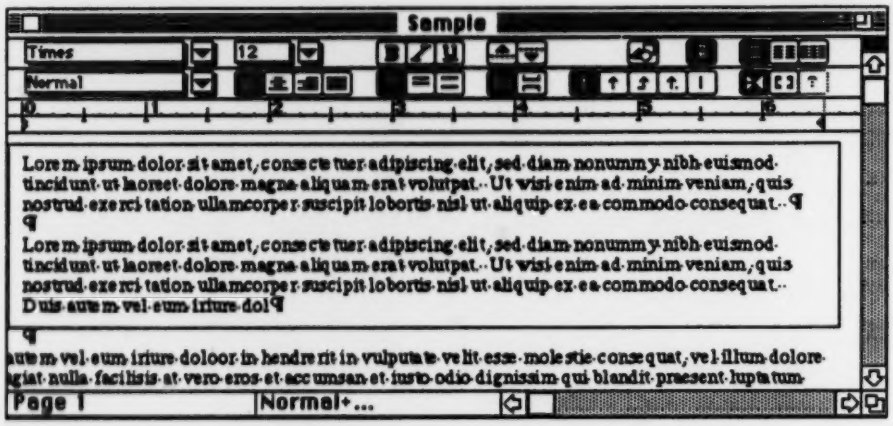
Choose **Border** from the **Format** menu. You see the following Border dialog box.



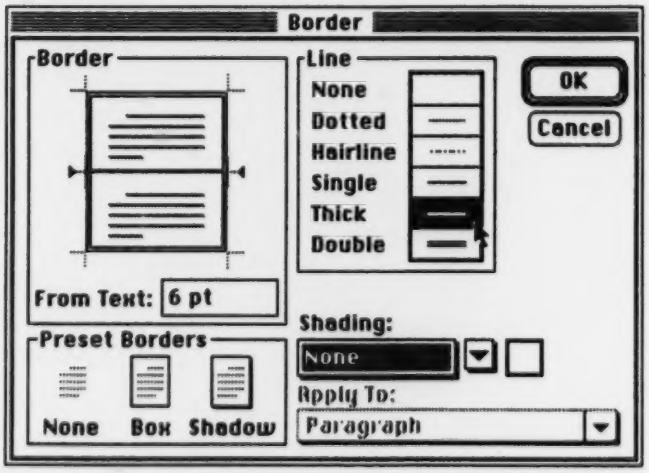
Click on Box or Shadow under Preset Borders in the lower left corner. You see borders appear in the top left Border box.

Now click **OK**. Your text looks something like this:

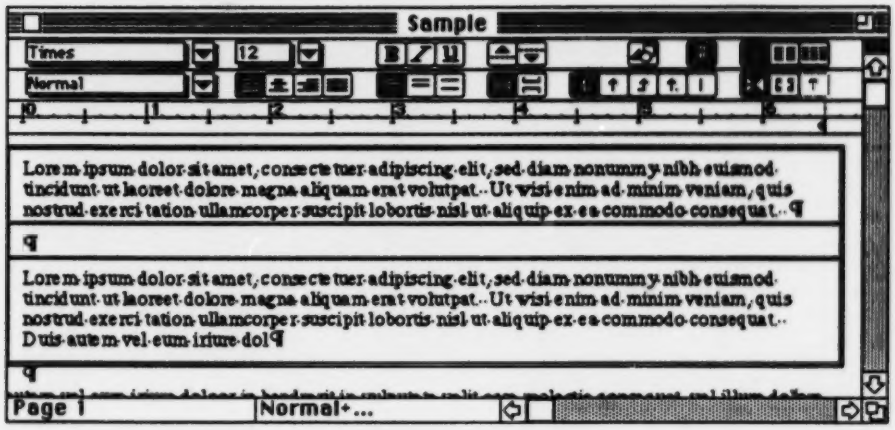
The box is around all of your selected paragraphs and close to the text on all sides. If you want to have the box further away from the text, enter a number larger than zero in From Text in the Border dialog box. Then click on the Box icon again. A space appears between the text and your border.



By selecting various types of lines and shading from the Border dialog box, you can format the borders around your paragraphs in any manner you choose. For example, you might first click on Double to select a double line and then on Box to put a double-lined border around all of your paragraphs. Then you might click on Thick and click between the paragraphs shown in the Border section of the Border dialog box to put a thick line between each paragraph of your text.



If you then click **OK**, you see a space and a border around your text.

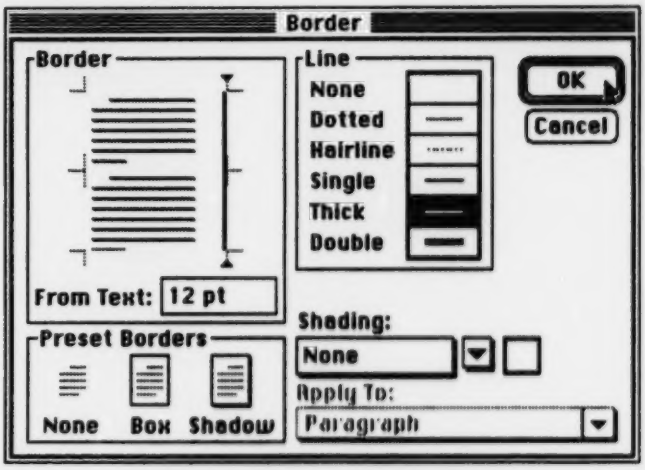


If, as you are working, unwanted lines appear in the Border section, click on the lines you do not want and select None in the Line box.

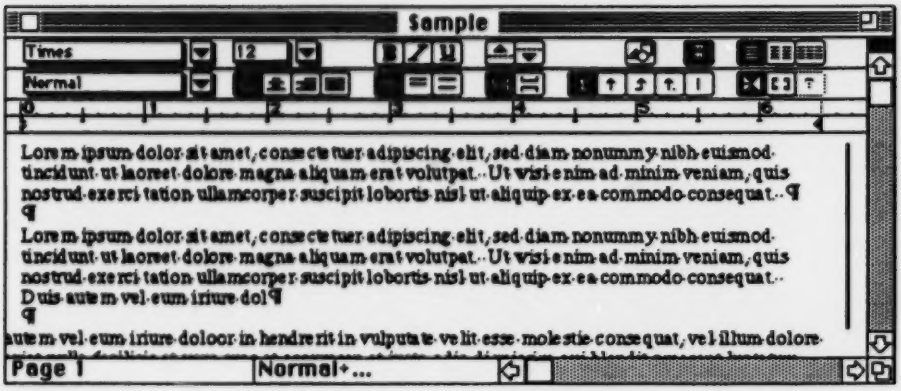
Using Lines

You can also accent your documents with single lines or partial boxes using the Border dialog box. You can put single lines above or below paragraphs. You can also put lines to the right or left of paragraphs. You can even put partial boxes around blocks of text. Several examples are given below.

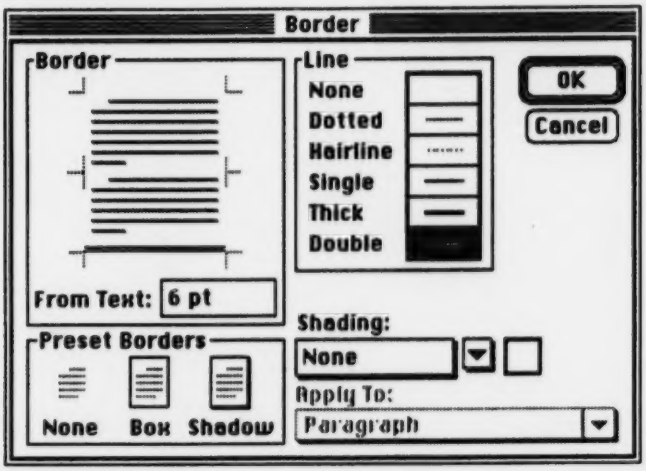
To put a thick line to the right of a block of text, you click on the line on the right edge of the Border section of the dialog box and click on Thick in the Line box. Recall that if lines you don't want still appear in the Border section, you can click on the unwanted lines and select None in the Line box.



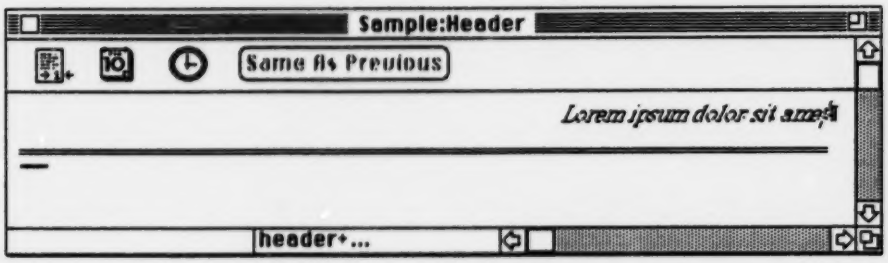
When you click **OK**, you see space and a solid line to the right of your text.



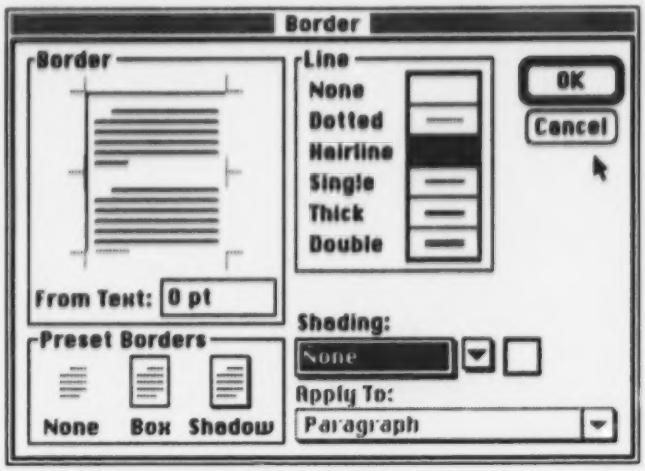
If you want a double line below some text—perhaps in a header—click Double in the Line section and select only the line at the bottom of the Border section.



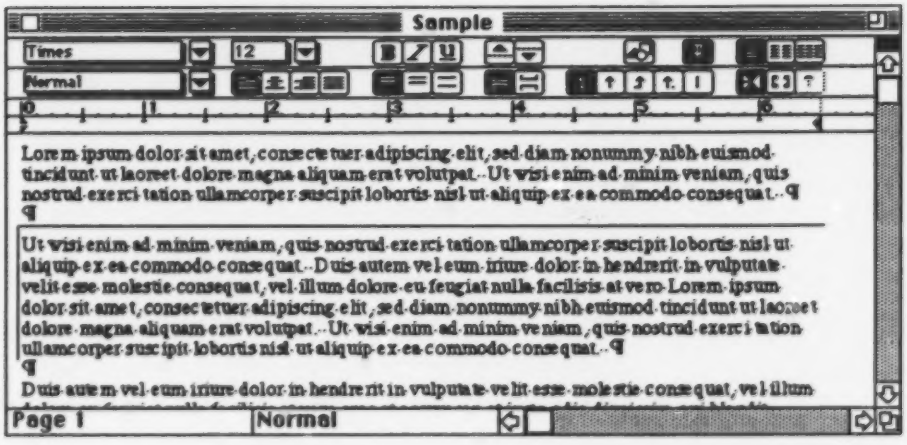
If you selected the text in your header, you see a line below any text in your header.



You might also want to put a "corner" at the top left of key paragraphs in your document. First, highlight the important paragraph. Then select both top and left side lines from the Border section of the dialog box.



When you click **OK** you see a line to the left and above your selected paragraph.



As you can see, there is a great deal of flexibility in the way you can use the **Border** command to accent your text. You can put lines and borders in any location relative to groups of paragraphs. You can insert lines between paragraphs. You can accent headers and footers.

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Further Information

Borders can be placed over all or part of your text. Borders can be placed around graphics. Borders can be used to enhance tables. Borders can be used to accent almost any part of your document.

For more information, see "Border," "Border command," or "Borders dialog box" in the index of your *User's Guide*.

Section 9

Making a Table of Contents

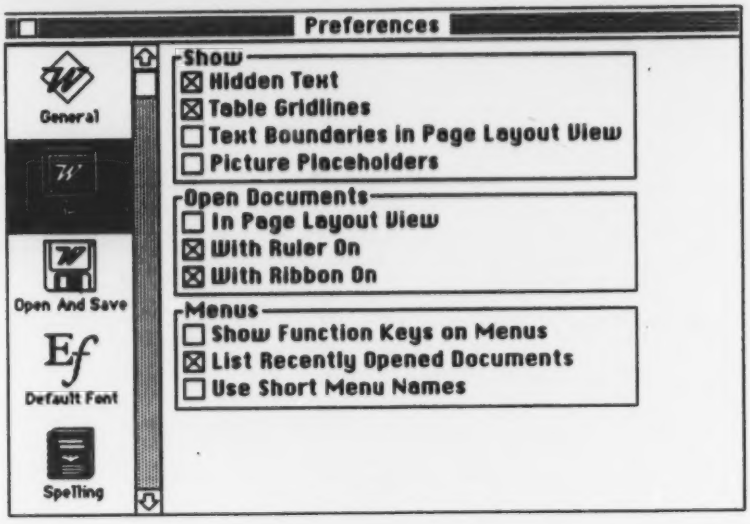
Advantages

If you are working with long documents of any kind, it is helpful to your reader to have a *table of contents*. You can create one manually, of course. However, each time you change your document, you have to update the page numbers—or even the entries—in your table of contents. If you use *Word* to create your table of contents, it can be modified as you work. *Word* will automatically produce an up-to-date table of contents with the correct page numbers whenever you wish.

Creating Table of Contents Entries

There are two ways to create entries for your table of contents. You can use the headings that you have already typed in your text, or you can retype the entries in the format you want to use for your table of contents.

Before you begin, be sure the Hidden Text box under View in **Preferences** is checked. (**Preferences** is found in the **Tools** menu.)



Using Existing Headings

Locate a heading that you want in your table of contents. Highlight the text.

Next, select **TOC Entry** from the **Insert** menu. You see:

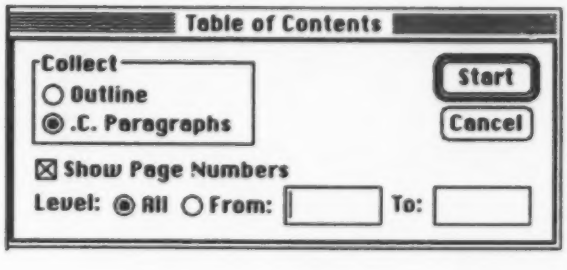
Notice that a lightly underlined ".c." appears at the beginning of the line.

☛ *Note that if you selected more than one line of text, an underlined semicolon (;) appears at the end of the selected block.*

You have created your first table of contents entry.

Create several more entries. Don't create your entire table of contents now. First, make sure your entries are appearing in the format that you want them.

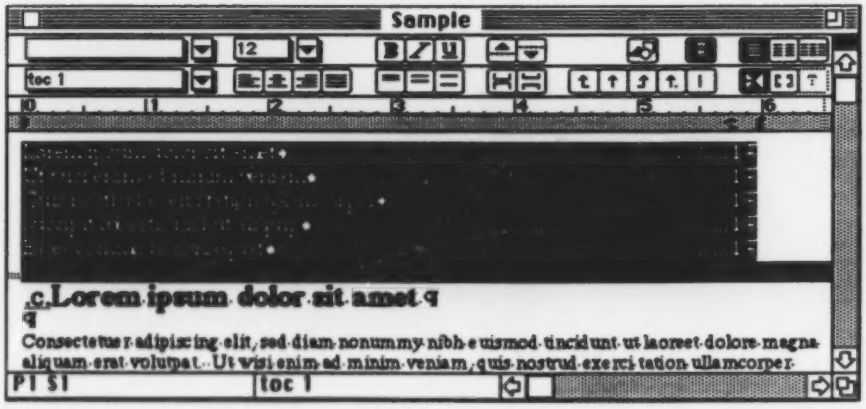
When you have at least five entries, select **Table of Contents** from the **Insert** menu. The Table of Contents dialog box appears.



Choose .C. Paragraphs under Collect and All for the Level. Then click **Start**.

☛ *Note that the choice Outline is used to make a table of contents from an outline. See "Outlining table of contents, creating" in your User's Guide index for more details.*

You see something like this at the beginning of your document.


Sample
toc 1
.c.Lorem ipsum dolor sit amet ¶
¶
Consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna
aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper
P1 S1
toc 1

☛ *If you already have a table of contents in your document, Word will ask you if you want to replace it.*

Word inserts a section break (a double-dotted line) after the table of contents and before the text of your document. This allows you to have different formatting for the table of contents and your document. When you are ready to create your final table of contents, be sure to turn off (uncheck) Hidden Text in **Preferences.** Page numbering can be affected if your hidden text is visible on the screen.

Formatting Entries

Sometimes the headings in your document look like this:

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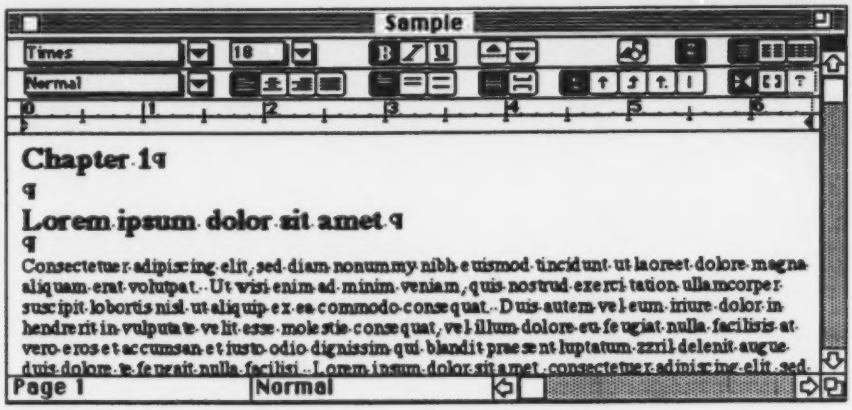
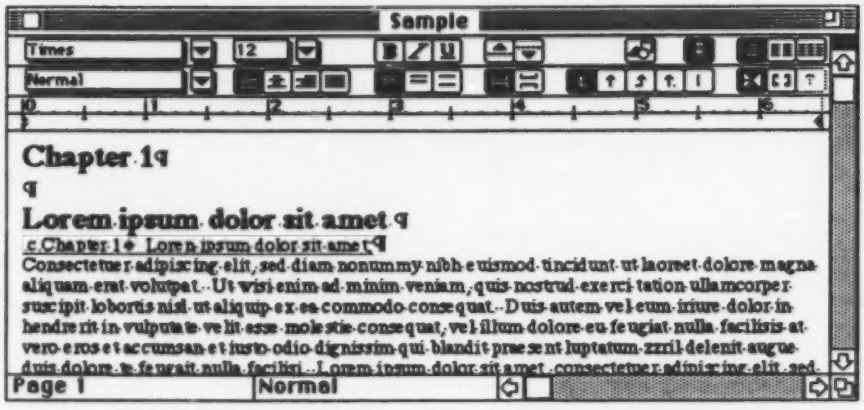


However, in your table of contents, you might want the word "Chapter" and the chapter title to appear on one line.

First place the insertion point on a blank line near the chapter title. Select **TOC Entry** from the **Insert** menu. You see .c.; with the vertical insertion point (|) between the .c. and the semicolon. Type your entry the way you want it to appear in your table of contents.



When a table of contents is created by *Word*, automatic styles are included in the style sheet of your document. For a simple table of contents, the style "toc 1" contains the formatting information for the entries in the table of

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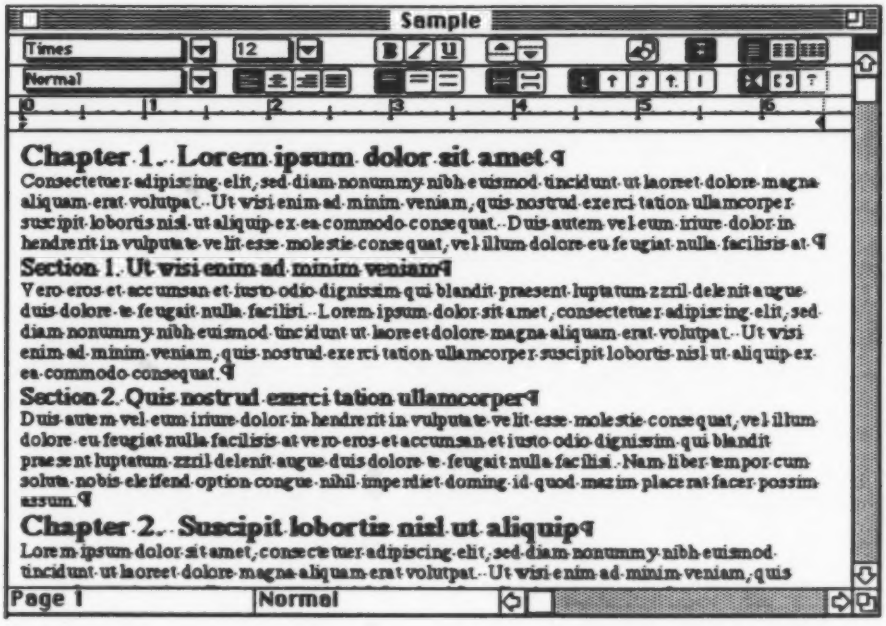
contents. You can modify this style if you wish. Subsequent tables of contents will make use of your modified styles. For more detail on working with styles, see Section 2 of this book.

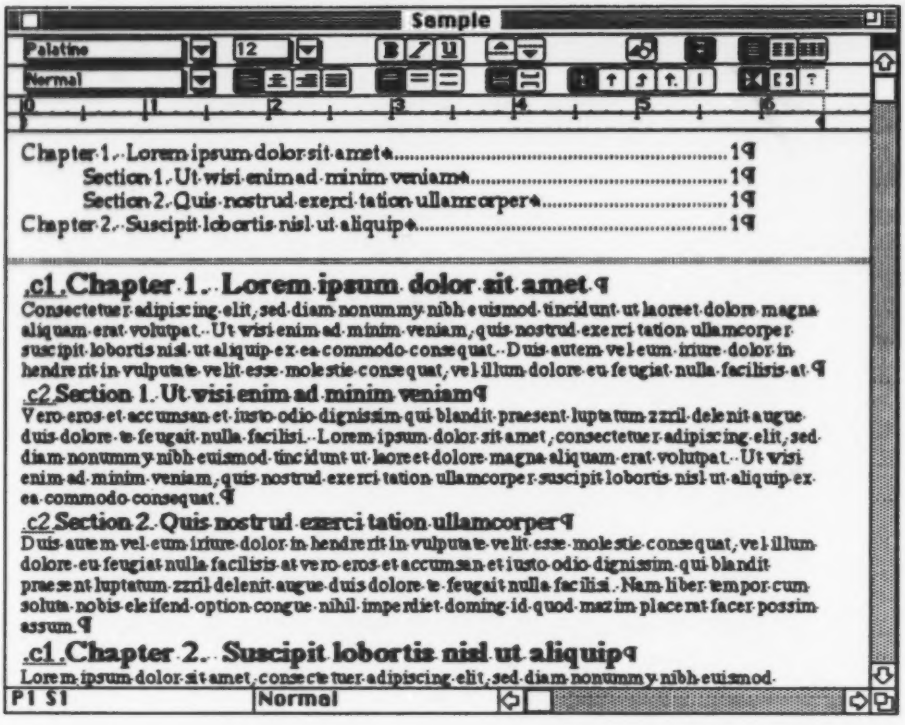
Subsections

Sometimes you have a document with multiple levels that should appear in the table of contents. For example, you might have a booklet divided into chapters with each chapter divided into sections or subsections. You can have *Word* automatically create a multi-level table of contents.

You create entries for the table of contents in exactly the same way as described above. However, you add numbers to define the levels of the table of contents. One means the highest or outermost level, 2 is the next level down and so forth. Suppose you have something like the following.



As you create your table of contents entries, inserting level numbers between the "c" and the second period causes the table of contents to have levels.


Sample
Palatino
12
Normal
Chapter 1. Lorem ipsum dolor sit amet 1
Section 1. Ut wisi enim ad minim veniam 1
Section 2. Quis nostrud exerci tation ullamcorper 1
Chapter 2. Suscipit lobortis nisl ut aliquip 1
.c1 Chapter 1. Lorem ipsum dolor sit amet
Consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at
.c2 Section 1. Ut wisi enim ad minim veniam
Vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
.c2 Section 2. Quis nostrud exerci tation ullamcorper
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum.
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P1 S1
Normal

Note that in the above example, the chapters have 1s in their table of contents definitions and appear left adjusted in the table of contents. Sections have 2s in their table of contents definitions and appear indented in the table of contents itself.

☛ *Each level that you add to your table of contents causes an automatic style to be added to your style sheet. These styles—toc 1, toc 2, toc 3, and so forth—can be modified if you wish. The modified styles will be used each time you update your table of contents.*

Remember to turn off Hidden Text in **Preferences** before creating your final table of contents.

Further Information

You can use the techniques described in this section for creating a variety of kinds of lists such as lists of figures, tables, or illustrations. For more information see "Table of contents" in the index of your *User's Guide*.

Section 10

Making an Index

Advantages

Having *Word* create an *index* has many of the same advantages as having *Word* create a table of contents. When you finish with your document, you can immediately create an up-to-date and accurate index. Creating an index for a long document helps your reader to locate information in your document.

Creating Index Entries

Indexing, like creating a table of contents, involves inserting hidden text into your document.

Before you begin any indexing activities, be sure you display paragraph markers. (Click the Paragraph Marker icon ( ) on the ribbon.) Also be sure the Hidden Text box under View in **Preferences** is checked. (See "Creating Table of Contents Entries" in Section 9 of this book.)

As with table of contents entries, index entries can be created using existing text or by typing the entries into your document.

Using Existing Text

You can index entries "in place" in your document. First, highlight the text that you want to index.

Then select **Index Entry** from the **Insert** menu.

☛ *Note, that it is possible to customize* Word *by selecting* ***Commands*** *on the* ***Tools*** *menu to assign a keystroke to* ***Index Entry****. See "Commands dialog box" in the index of your* User's Guide.

The text you highlighted then looks like this:

Look carefully at the above text. You see that the word "esse" now has ".i." before it and a semicolon (;) after it. Also note that there is a light dotted line under the ".i." and the ";". The light dotted lines indicate that this text is "hidden." When the page is printed in the normal manner, only "esse" will appear.

For simple indices, the above technique works fine. The problem with this approach is that the index you create has some words capitalized and some words not capitalized. If you select a word that begins a sentence, then that word will be capitalized in the index. If you select a word in the middle of a sentence, then that word will not be capitalized. In addition, embedding index entries into the midst of the text makes it difficult to scan your document for index entries.

Typing Index Entries

Another technique for creating an index is to put the index entries between paragraphs so that they are left adjusted. This approach creates the problem that the reference to particular entries can be off by one page due to unexpected page breaks. A possible solution to this problem is to use **Paragraph** from the **Format** menu to keep lines or paragraphs together. (See "Paragraph, keeping lines together" in the index of your *User's Guide*.)

To begin inserting index entries between paragraphs either select a style from your style sheet that places text along on the left edge of your page or create such a style. Choose **Index Entry** from the **Insert** menu. The ".i." and ";" appear with the insertion point just before the semicolon. Type your index entry. Be sure to capitalize the entry if you want it capitalized in the final index. Notice the dotted underline that tells you the entries automatically become hidden text.

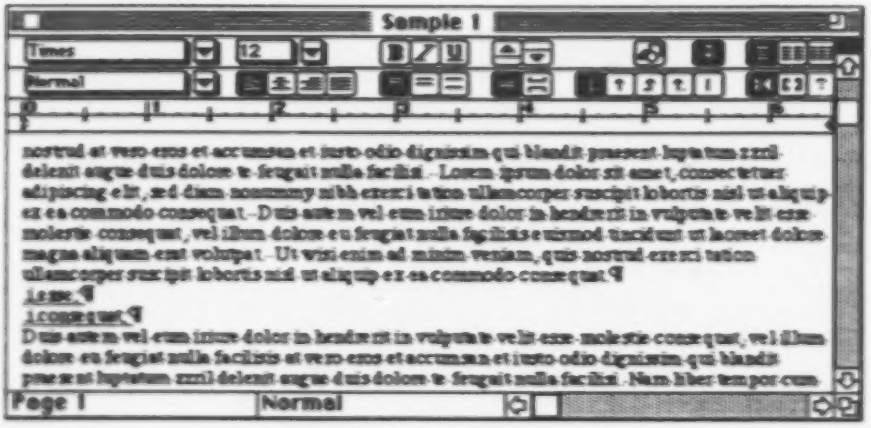
Sample 1
Times
12
Normal
nostrud at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
i esse;
i consequat;
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum
Page 1
Normal

Hidden text will not print unless you check the Print Hidden Text box in the Print dialog box. However, the *paragraph* markers at the end of each index line are *not* hidden. If the above text is printed, there will be two blank lines between the paragraphs.

If, as in the above example, you have inserted lines into your text in the process of adding index entries, you need to hide the extra paragraph markers so that no blank lines appear. In essence, you must turn them into hidden text. One way to accomplish this is to highlight the index lines that add extra paragraph markers.

Press **Command + Shift + V**. (If you prefer to use menus, select the **Format** menu, choose **Character**, and check Hidden in the Style box.) The dotted lines indicating hidden text disappear.

Press **Command + Shift + V** again, and all of the highlighted text becomes hidden, including the paragraph markers.



It takes practice to see whether or not paragraph markers are hidden because only one extra dot is added to the hidden text underline. Often it is much easier to simply highlight the

line and press **Command + Shift + V** twice to be *sure* the line is completely hidden.

Subheadings in an Index

Sometimes you want to create index entries that have both main headings and subheadings. For example, you might want your index to look like this:

Paragraph markers
    in index entries
        hiding

You can create such entries using colons (:) to separate main headings from subheadings. For example, to create the above entry, you would need the following index entry:

.i.Paragraph markers:in index entries:hiding;

After you have created a few index entries, it is a good idea to check your document to be sure your index is coming out as you expected.

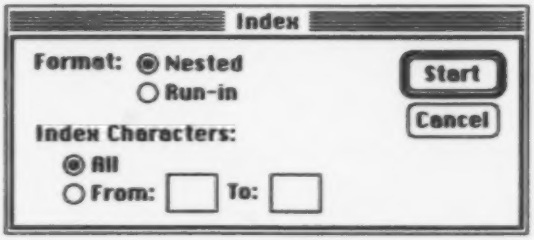
First, print a couple of pages on which you have index entries to be sure that you have the text properly hidden. Then follow the directions in the next section for creating an index.

Creating Your Index

Before you create your final index, be sure to hide the hidden text. Hidden text showing on the screen affects the pagination of your final document.

Choose **Preference** from the **Tools** menu. Click View. Then deselect Hidden Text in the Show box.

Next, select **Index** from the **Insert** menu. You see the following Index dialog box.



Choose the Format you want for your index. Nested indents subheadings under the headings. Run-in continues subheadings on the same line.

Normally you will want to choose All under Index Characters. However, if your computer has limited memory or your document is very long, you may need to create the index in several passes using different parts of the alphabet.

When you click **Start**, *Word* automatically repaginates your document and creates the index. It will put the index at the end of your document or at the end of a series of documents that are linked.

If you already have an index, *Word* will ask you if you want to replace it. If you have an index placed somewhere other than at the end of your document, *Word* will put the new index in the same location as the old one.

Note also that the styles, index 1, index 2, and so forth are automatically created. You can modify these styles (but not change their names) to suit your taste, and each time you make a new index, *Word* will make use of your modified styles.

Further Information

A variety of special formats can be included in your index such as showing a range of page numbers for a topic, using semicolons, number signs, and colons, or placing a blank space or text after your entry. For more information on creating partial indices or special formatting of index entries, see "Index" in the index of your *User's Guide*.

Section 11
Valuable Tools

Word provides a number of *utilities* that aide you in both composition of your document and in final proofing. Five of these utilities are located on the **Tools** menu. They include the **Spelling** command, the **Grammar** command, the **Thesaurus** command, the **Hyphenation** command, and the **Word Count** command. In addition, the **Glossary** command, found on the **Edit** menu can assist you in your work, while the **Footnote** command found on the **Insert** menu can make the creation of footnotes quite easy.

Using the Glossary Command

There are words and phrases you probably use frequently. Such items as your name, address, and phone number are likely used often in letters and other documents. There may also be some special words or technical terms that you often use in your work. Sometimes you are composing a document that includes a long name or book title. All of these items can be put into a glossary file.

Word provides a Standard Glossary. This file contains such things as a variety of formats of dates, time, and even your name or the name of the author of your document. It is found under the **Edit** menu.

If you know the name or abbreviation for a glossary entry, you can press **Command + Delete**, and type the name in the

status bar at the bottom left corner of your document. The glossary entry is then automatically inserted at the location of the insertion point.

If you don't know the name of a glossary entry, you can select **Glossary** from the **Edit** menu, and select the item from the list given.

To add items to the glossary, highlight the word or phrase you wish to add. Select **Glossary**. Type a name or abbreviation for the glossary entry and click **Define**. Your glossary entry will be added to the list. Be careful to include paragraph markers *only* if you want them to be part of your glossary entry.

Using the Insert Footnote Command

Creating and controlling footnotes is easy in *Word*. You can enter the text of a footnote at any time. A footnote can be as long as you wish, and you can format it just as you would format any other text in your documents. You can even include graphics in your footnotes. Unlike doing footnotes by hand, *Word* automatically numbers the footnotes in the manner you specify and reserves space for them.

Footnotes can be placed at the end of the page, the end of sections, or the end of the document. You can use any kind of reference mark for your footnotes that you wish.

To enter a footnote, select **Footnote** from the **Insert** menu. *Word* automatically puts in a reference number at the insertion point or preceding a selected block of text and then opens up a Footnote window at the bottom of the page. Simply type the text of your footnote in the window. When you are finished entering your footnote, return to the body of the text.

You can close the Footnote window by dragging the black split box down (in the scroll bar on the right of your document) or by double clicking on the black box. If you

want to open the window again, you can select **Footnotes** from the **View** menu.

To remove a footnote, you can select the reference number for a footnote in your document text and delete or cut it. Both the reference mark and the footnote are removed.

You can view the placement of footnotes on the page by using either **Print Preview** or **Page Layout**.

Using the Thesaurus Command

The thesaurus provided by *Word* is much like a paper thesaurus you have probably used in school. The **Thesaurus** command in *Word* allows you to look up synonyms and explore shades of meaning of words.

To use this command, you highlight a word or phrase and select **Thesaurus** from the **Tools** menu. *Word* then lets you explore possible synonyms for the word you have highlighted. It will sometimes give a list of words close in the alphabet to that you have selected. Sometimes it will provide synonyms and sometimes related words. By selecting **Look Up** you can explore meaning and shades of meaning.

The advantage of using this electronic thesaurus is that you can easily move back and forth among the words you have explored and you can easily get back to the word with which you began. When you have selected a suitable alternative word, *Word* will automatically substitute the new word for your original word.

Using the Spelling Command

Word uses a standard English dictionary to check the spelling in your document. You can also create a Custom dictionary for special words, technical terms, acronyms, or abbreviations, etc., and *Word* will use both when checking a document for spelling errors.

The **Spelling** command will also tell you if there are duplicate words ("the the") or strange patterns in the capitalization of words ("DOcument"). In addition, you can customize the spell checking by using the **Preferences** command from the **Tools** menu and clicking on Spelling.

When checking your document for errors, you can select a single word, a block of text, or, by leaving your document unselected, you can check the entire text. When your complete document is checked, all headers, footers, footnotes, and any hidden text (marked to show) will also be checked.

You can also ask *Word* to suggest the correct spelling of a word by using "wild card" characters ? or * for letters you are unsure of. For example, you can type "dial???e" to check the spelling of "dialogue." Then select "dial???e." Choose **Spelling** from the **Tools** menu click **Suggest** to get a list of possibilities.

By choosing the **Preferences** command on the **Tools** menu or by choosing the **Option** button in the Spelling dialog box you can do such things as have *Word* ignore words typed in all upper case letters or any words containing numbers. This avoids *Word* checking many abbreviations and acronyms that might not be included in a custom dictionary. You can also select another dictionary, such as a foreign language dictionary or a custom dictionary to use in checking your spelling.

Custom dictionaries can save you a lot of time when you spell check a document. You can create as many as you like and use them for special purposes. You could, for instance,

keep a dictionary of frequently used names or of technical terms.

Using the Grammar Command

With the **Grammar** command you can identify sentences that have grammatical errors or a poor writing style. As with the **Spelling** command, *Word* offers suggestions you can choose to use, or you can make the changes yourself.

Here again, you can customize the grammar checker by using the **Preferences** command from the **Tools** menu and then selecting Grammar.

When you select the **Grammar** command from the **Tools** menu, your document is also automatically checked for spelling errors unless you specify otherwise in **Preferences**.

The grammar checker will also allow you to get a "readability level" on your text. This feature is helpful when you are writing for a particular audience, such as poor readers or children, and want to be sure that they can understand what you have written.

Note that, unlike a spell checker, a grammar checker takes much more practice and customization to use effectively. There are a variety of acceptable writing styles that may be noted as possible errors by a grammar checker. Don't assume that you are wrong and the grammar checker is right as you might with a spelling checker.

Using the Hyphenation Command

Hyphenation can greatly improve the appearance of your text, particularly if your lines are fairly short, for example in multiple-column documents. Hyphenation should be done after writing and editing your document, but before you establish your page breaks.

To hyphenate a part of the text, select that text block and choose **Hyphenation** from the **Tools** menu. If there is no text selected, *Word* hyphenates from the current location of the insertion point until the end of the document.

You can either have *Word* hyphenate all of the text automatically or you can confirm each hyphenation. If you want to confirm hyphenations, then select **Start Hyphenation**. If you want hyphenation to be automatic, choose **Hyphenate Selection** or **Hyphenate All**.

If you are confirming each hyphenation, you can either accept *Word's* suggested hyphenation or you can change it. Click **Change** to accept the suggested hyphenation. Click on the word where you want the hyphenation if you want to hyphenate in a different place.

Using the Word Count Command

There are times when it is important to know how long your text should be. Sometimes you need to write materials with a particular number of words or characters. Sometimes you want to keep your sentence length short so that your text is more readable. The **Word Count** command in the **Tools** menu lets you count characters, words, lines, and paragraphs.

Simply highlight the text that you want counted. Choose **Word Count** from **Tools** menu and check the categories that you want counted. Click on **Count** to see the total.

Further Information

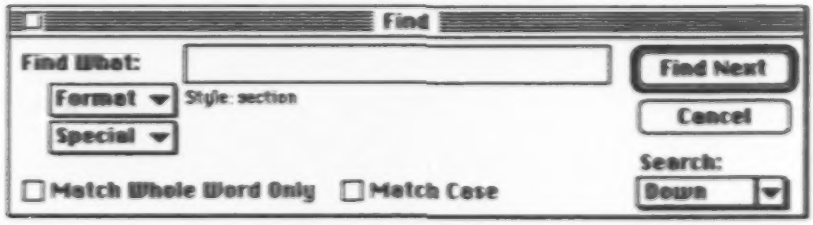
There is a great deal more to be learned about the powerful tools that are described only briefly in this section. As you develop your skill with *Word*, you will want to learn more about these tools. Take some time every few months to read appropriate parts of your *User's Guide*. It will pay off in time saved in your day to day work.

Section 12
Some Useful Tips

Searching and Replacing

The capabilities of the **Find** and **Replace** commands (under the **Edit** menu) are quite powerful. In addition to searching for text in the usual manner, you can also search for special characters using the pull down menus listed under **Special** and **Format** in the Find and Replace dialog boxes.

When you are using style sheets with your documents it can be very useful to search for the next occurrence of a particular style or to replace a particular style with another. For example, suppose you want to modify every heading in your document. In the Find dialog box, select **Style** under **Format** and then choose the style you wish to modify but do not type any text in the find box.



As you click **Find Next**, each occurrence of the style "section" will be located.

Similarly, you might search to find every instance of a word and replace it with the same word in italics. Begin by typing the word in the Find What box. Next choose **Character** under **Format**. Do not check any of the style boxes in the Character dialog box. Click **OK**. To replace each occurrence of the word with the same word in italics, type the word in the Replace With box, then select **Character** from the **Format** list and this time check Italic under the list of style choices. Finally, click **OK**.

See "Finding" and "Replacing" in the index of your *User's Guide* for more details.

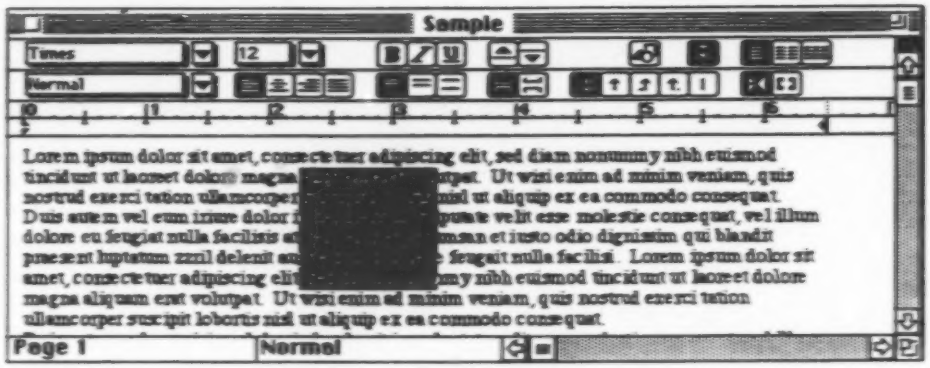
Smart Quotes

Quotation marks that are straight up and down are the kind created by a typewriter. When you are using a Macintosh, you should use the curved kind of quotation marks (" "), called "smart quotes." You can access these typeset quality quotation marks (and apostrophes) from the keyboard using **Option** with the left bracket ([) (for the left quote) and **Option** and **Shift** with the left bracket (for the right quote). The same keys using the right bracket (]) will give you the left and right apostrophes.

If you *always* want to use smart quotes, it is easier to use **Preferences** from the **Tools** menu. Select General and check Smart Quotes.

Selecting Blocks of Text

You know that you can select characters, words, and paragraphs by clicking and dragging. If you hold down the **Option** key while you click and drag, you can select characters from several lines in the middle of a paragraph.



This text can then be copied or cut and then pasted in the same manner as other selected text. This feature can be particularly useful for moving small blocks of text from one column to another or for doing calculations. (See "Calculating" in this Section.)

Work Menu

If you have documents that you use frequently, you can add a menu choice to your menu bar that will include those documents. For example, you might have a letter head or a style sheet that you use regularly. These documents are then available from the menu bar at any time.

The **Work** menu is not seen unless it contains a file. To add the **Work** menu you press **Command** + **Option** + **+**. The pointer changes to a large plus sign. From the **File** menu, select **Open**, then choose the file you want to add to the **Work** menu. The menu bar flashes and the **Work** menu appears on the right side of the menu bar. Add other documents using the same technique.

To remove items from the **Work** menu, press **Command** + **Option** + **-** . The pointer changes to a large minus sign. Select an item from the **Work** menu. That file disappears.

☛ *Note that the technique described above can be used to customize all of your* Word *menus. See "Command" in the index of your User's Guide.*

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Stationery Files

There are often files that you want to use without changing them. For example, you might have several kinds of letter head or documents that contain only a style sheet that you want to use to begin your work, but you don't want to be changed. You can create a stationery file that works like a template.

Open the document that you want to remain unchanged. Select **Save as** from the **File** menu. From the menu which drops down at the bottom of the dialog box, select **Stationery**. Then check Default for this File. Save the file over your previous copy of the file.

The next time you open this file, the name will be changed to Untitled and your original document will remain unmodified. Note that your **Work** menu provides a perfect place to keep your stationery files.

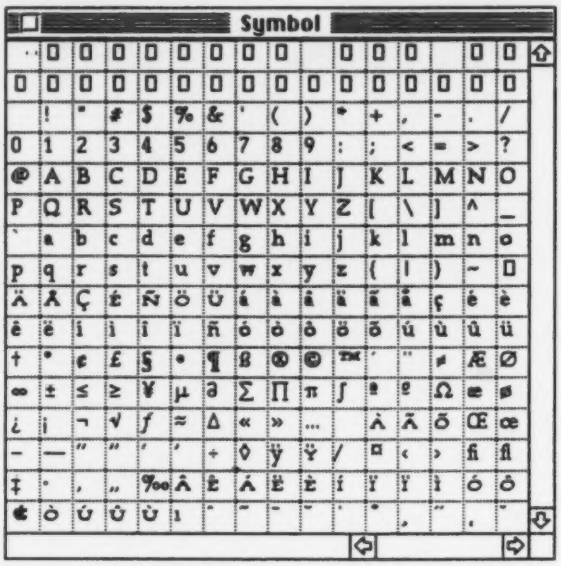
Maintaining the Current Date

There are times that you would like to have a date in a document that will change each time you print it. You can use **Date** from the **Insert** menu. The current date appears with a box around it at the point where the cursor is located. That date will change if the document is opened on a different day.

Special Symbols

There are a number of desk accessories (found on the **Apple** menu) that can be used to examine the variety of special symbols that are available in a given font. However, *Word* lets you enter these special symbols directly.

Select **Symbol** from the **Insert** menu and you see a grid of letters and symbols in the Symbol dialog box.



These are the symbols available for the current font you are using. You can select different fonts from the **Font** menu to see the various symbols available in each.

☛ *Note that the Symbol box looks quite different depending on the particular font and style you are using.*

Clicking on a symbol in the dialog box causes two things to happen. First, the symbol is inserted at the location of the insertion point in your text. Second, the key strokes needed to produce that symbol appear at the bottom of the Symbol dialog box.

Commands

One way to customize *Word* is to modify menus and add keystrokes to menu choices. This is accomplished using **Commands** from the **Tools** menu.

When you select **Commands** you see a long list of commands. When you select a command, you can add or modify a keystroke for that command. You can also change the layout of the menus in a manner that works best for you.

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While it is relatively easy to change *Word* to suit your needs, you should make such changes thoughtfully and a few at a time. A great deal of effort has gone into designing *Word* to make it efficient and easy to use. Whimsical changes will most likely result in making you less productive. However, thoughtful changes of features you use on a regular basis can greatly increase your productivity.

See your *User's Guide* index under "Command" for details on customizing *Word* menus, adding new menus, customizing shortcut keys, and using settings files.

Calculating

Word allows you to do simple math calculations. You can highlight a block of text containing numbers and select **Calculate** from the **Tools** window. *Word* will automatically add the numbers and place the result in the lower-left corner of your document. It also places a copy on the Clipboard so you can place the answer anywhere you like by placing the insertion point and selecting **Paste** from the **Edit** menu. Note that by holding down the **Option** key when you select a block of text, you can calculate the sum of almost any group of numbers on your page. This can be particularly valuable when working with a table that contains numbers.

You can also use the **Calculate** command to subtract, multiply, divide, or calculate percentages. With these, you need to use mathematical operators. See "Calculations" in the index of your *User's Guide* for specific guidelines in calculating with *Word*.

Printing Graphics on a LaserWriter

You have learned that you can scale graphics to any size that you want in *Word*. However, when you print your documents, you may find that some of your graphics do not look as clear and clean as you like. You are most likely to notice problems with graphics with gray or patterned backgrounds. This section has several tips that may help.

☛ *Please note that the following sections refer only to a LaserWriter. If you are using another printer, the dialog boxes may contain different options.*

Configuring Page Setup

Select **Page Setup** from the **File** menu. Check Graphics smoothing and uncheck Faster Bitmap Printing. Then click the **Options** button. Check Precision Bitmap Alignment. Selecting these options improves the quality of printing by telling the printer to smooth corners, take more time printing the graphic, and adjust the resolution of the graphic so that the screen and the printer match better.

Sizing Graphics

When you size graphics, to get the best printed results, use only 100%, 75%, 50%, or 25%. These percentages will give you the best resolution. These percentages work because of the difference in resolution between the Macintosh screen and most laser printers.

Where *Are* My Settings?

In a number of sections in this book, you have set up Default Settings, and customized *Word*. You soon notice that if you run *Word* on someone else's computer, your comfortable environment is not the same on the new machine. So where does *Word* store the settings you specified?

Word stores all of your preferences, customizations, and defaults in a file called Word Settings (5). This file is found in your System folder. (In System 7 it will be in the Preferences folder in your System folder.)

If you want to carry your settings with you from machine to machine, you can copy this file onto a floppy disk and move it to another computer. Note, however, that if you replace the existing Word Settings file, you may be erasing someone else's settings. So, first save the existing settings file in

another folder and then be sure to put it back before you leave.

When you replace a Word Settings file, you will need to restart *Word* in order for the new file to be used. See "Settings files" in the index of your *User's Guide.*

☛ *Note that it is possible to have several preferences files. See "Preferences, setting" in your* User's Guide.

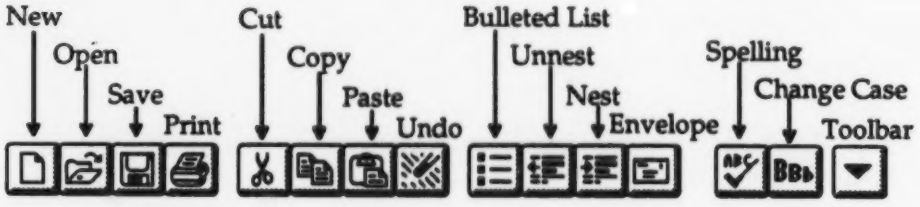
Addendum
New Features in *Word 5.1*

Microsoft Word 5.1 adds many new features to *Word 5.0*. The techniques in this book will work almost the same way in *Word 5.1*. This supplement is designed to give you an introduction to the new features of *Word 5.1*. You can find more details in the booklet *What's New in Microsoft Word Version 5.1* that comes with your 5.1 version of *Word*.

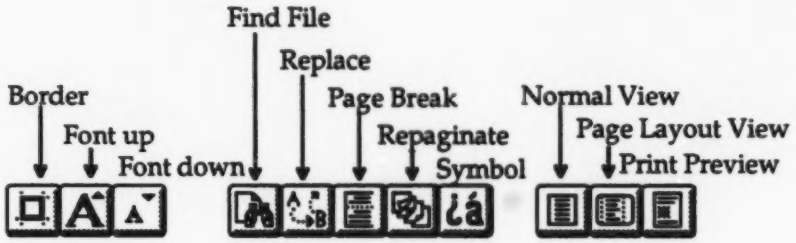
The Toolbar

The most obvious change in *Word 5.1* is the addition of a Toolbar. The Toolbar provides buttons for commonly used commands. You can hide or show the Toolbar by selecting **Toolbar** from the **View** menu.

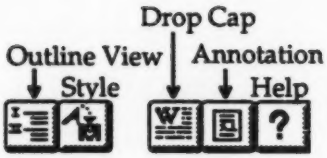
On any Macintosh, you have the following buttons on the Toolbar.



If you are using a 13-inch screen, you have these additional buttons.



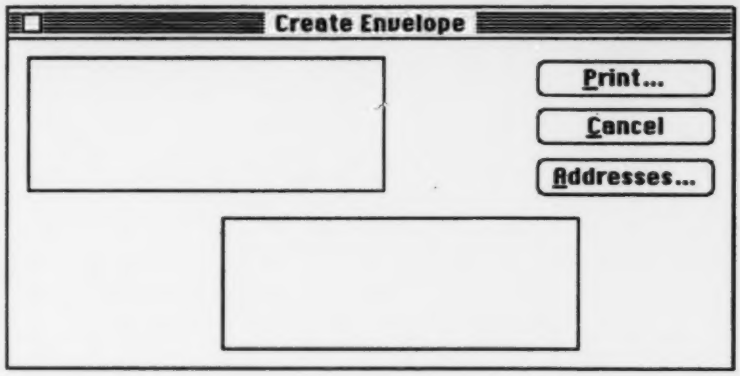
If you have a larger screen, then you also have these buttons.



By using the Toolbar button, you can place the Toolbar at the top, left or right of your document. You can also customize the Toolbar to include features that you most commonly use. See your *Word* booklet for details.

Creating Envelopes

You can have Word print envelopes using either addresses from documents on which you are currently working or from stored addresses. Choose **Create Envelope** from the **Tools** menu. You see



You can enter addresses or choose from addresses you have previously stored. If you highlight an address before selecting **Create Envelope,** then the highlighted address will appear in the above dialog box.

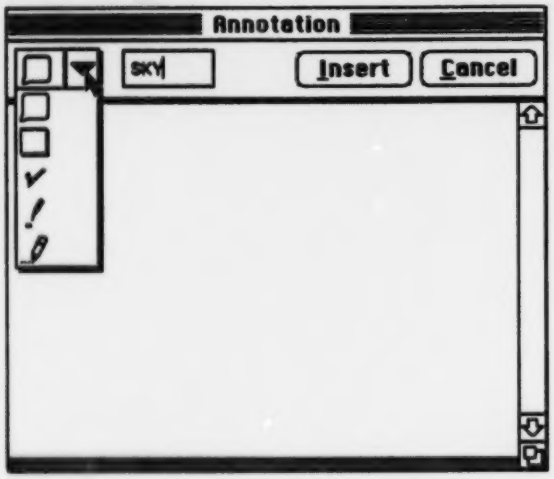
When you select **Print** from the **Create Envelope** dialog box, you can select the size of envelope and the placement of the address on the envelope.

For more details on storing addresses, see your *Word 5.1* booklet.

Text Annotations

Word 5.1 allows you to put text annotations into any document. The text annotations themselves are invisible, but are represented by a special symbol of your choice in the text.

To include an annotation in your document, select **Annotation** from the **Insert** menu. You can type initials in the box at the top to indicate who wrote the annotation. In addition, you can select a symbol that will appear in the text to represent the annotation.



Text is entered into the annotation box. When **Insert** is clicked in the annotation box, the window closes and you see the symbol at the position of the mouse pointer.

To view or edit the text of an insertion, simply click on the annotation symbol.

- *Annotation marks are hidden text. You can make them disappear by using Preferences to have hidden text not visible.*
- *Because annotations are hidden text, the symbols will not print when the document is printed unless you modify the Print Dialog box to cause hidden text to be printed.*

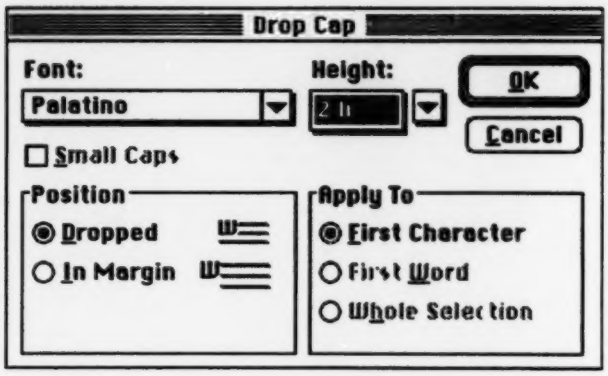
Dropped Caps

Dropped caps are used in many publications to provide visual interest to text.

This is an example of a dropped cap.

The most common use of dropped caps is when you want the first letter of a paragraph made larger and inset into the paragraph.

Select a letter or word or paragraph at the beginning of a paragraph that is left adjusted and that has no indented first line. Choose **Drop Cap** from the **Insert** menu.



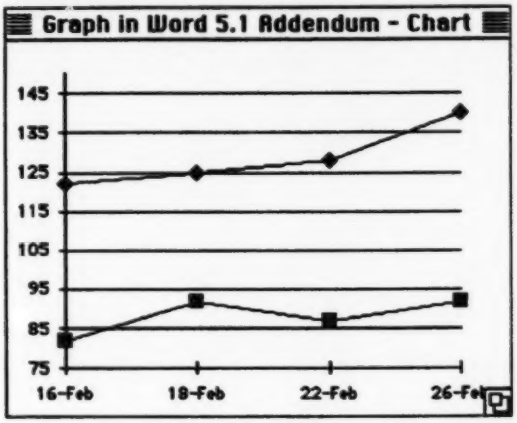
Choose the font, height in number of lines, and whether you want the first character, word, or a whole selection formatted as a dropped cap. Choose either a dropped cap included in the paragraph or a dropped cap in the margin. When you click OK, your selection is inserted in the format you describe.

☛ *Note that dropped caps can be used to create a variety of special effects including margin notes and the insertion of small graphics at the beginning of a paragraph.*

Useful Enhancements

Creating Charts With Microsoft Graph

A graph button on the Ribbon lets you create graphs using *Microsoft Graph*. You can click on the graph button, go to the graph program to create a graph,

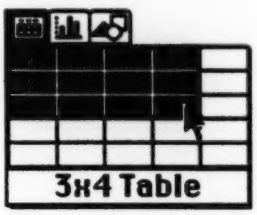


and then return to *Word*. Your graph will be embedded at the location of the cursor.

If the data for your graph is in a table, you can highlight the part of the data that you want graphed and then click on the graph button. Your data appears in *Microsoft Graph* and you can then graph it, return to *Word*, and your graph will be inserted into your document.

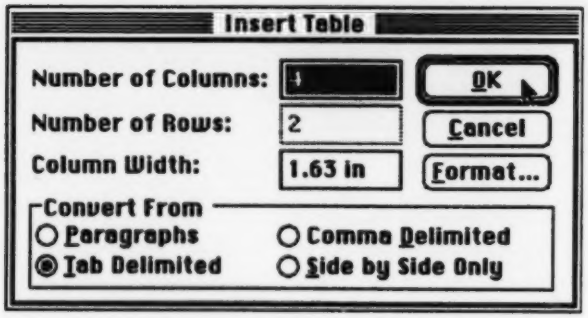
Using the Table Button

The Table button on the Ribbon allows you to insert tables that are up to 5 rows by 5 columns. You simply click on the table button, and then highlight the size of table you want to insert.



A table of the size that you selected appears.

To insert text that is already part of your document, highlight the text you want to include, and the Insert Table dialog box appears.

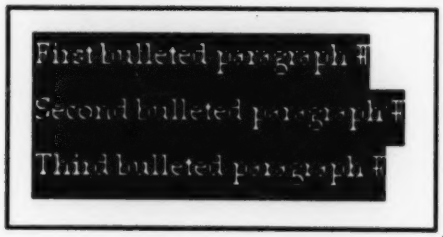


Specify the conversion option at the bottom of the dialog box and modify the format if you wish.

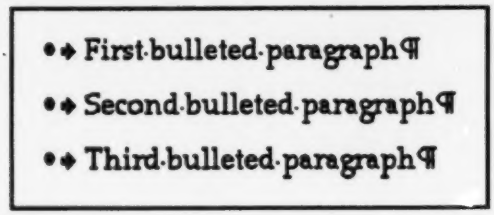
Automatic Bullets

The Automatic Bullets button on the Toolbar allows you to change a series of paragraphs into a bulleted list.

Select the paragraphs that you want to be preceded by bullets.



Click on the Automatic Bullets button. Each paragraph is automatically preceded by a bullet.


•→ First bulleted paragraph¶
•→ Second bulleted paragraph¶
•→ Third bulleted paragraph¶

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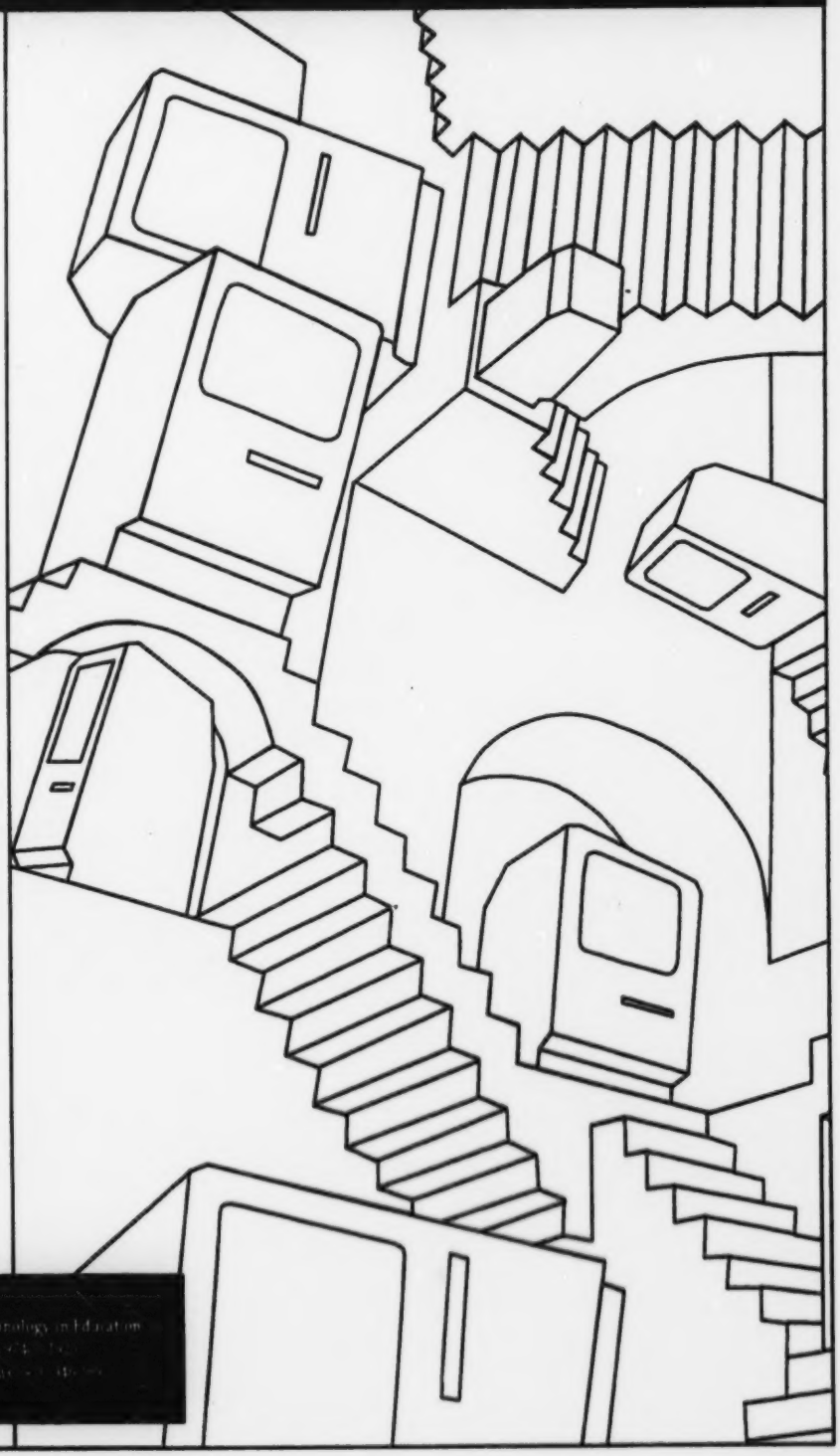

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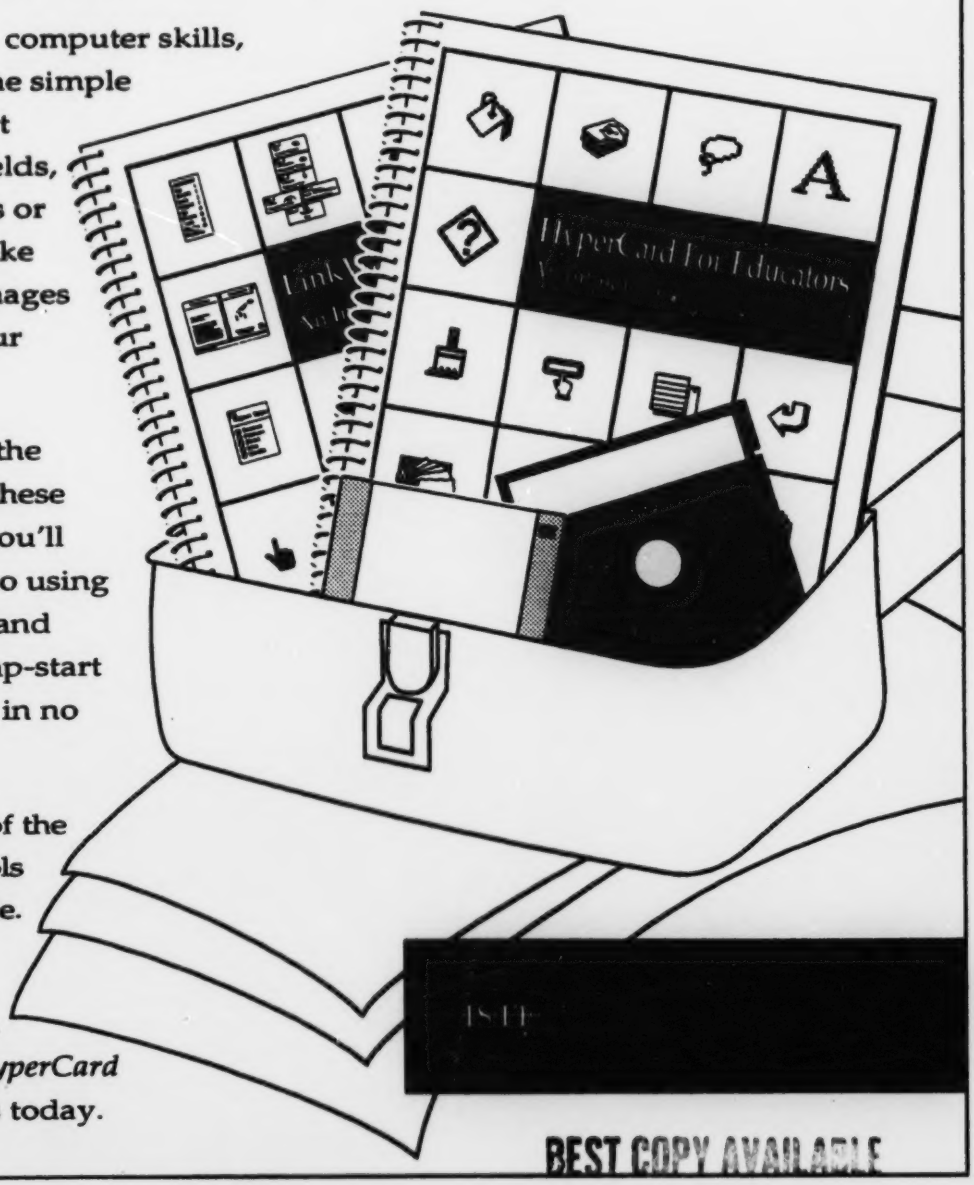

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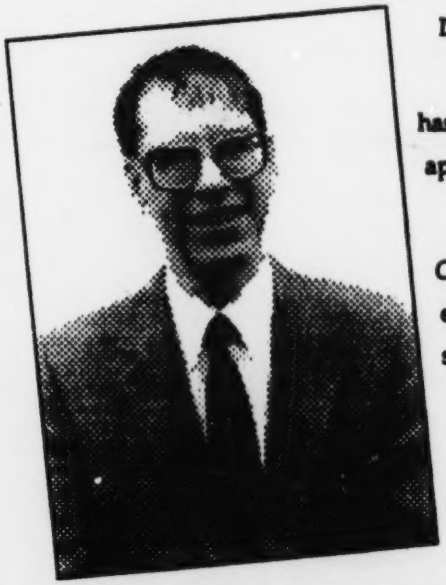
Dave Moursund knows...



ISTE Executive Officer Dave Moursund is dedicated to improving education.

Since he first began working with computers in education in 1963, Dave has constantly sought to improve education at all levels through the use of appropriate computer-related technology.

As a continuing part of this effort, Dave's newest book—*The Technology Coordinator*—discusses the goals of education and how teachers and teachers of teachers can join in the enormous change process facing today's schools.

This book was written for educators who want to play a leadership role in the instructional use of technology. Dave uses interviews with technology coordinators to illustrate the needs, roles, and qualifications needed to accomplish the goals of educational technology.

In recent years, Dave has focused much of his writing efforts on problem solving and on staff development. Some of Dave's other books also available from ISTE include *Problem-Solving Models for Computer Literacy, LogoWriter for Educators: A Problem Solving Approach, Logo PLUS for Educators: A Problem Solving Approach* (co-authored with Sharon Yoder), and *Effective Inservice for Integrating Computer-as-Tool into the Curriculum.*

"Our educational system is not nearly as good as it could be," says Dave. "We know that computer-related technology can make substantial contributions to improving both the content of the curriculum and the instructional delivery system. Such technology can empower students and teachers."

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Call us today to order Dave's latest books, and discover how he and ISTE are leading the way for the educators and school systems of tomorrow.

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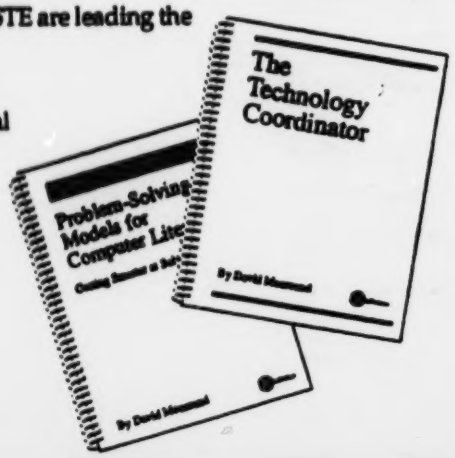

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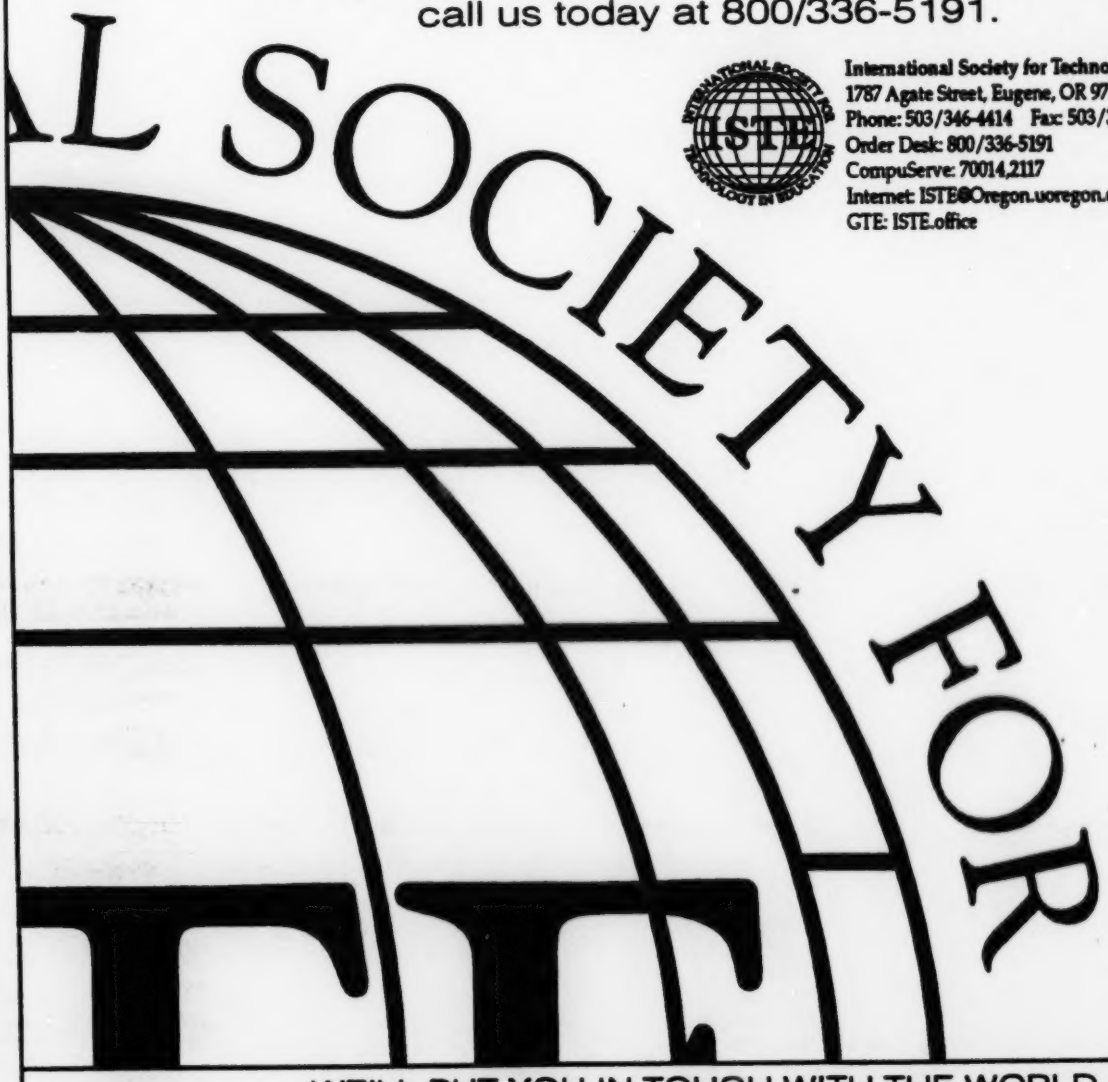

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